

Associate, Sapphire Partners Fund Investment Team

- Palo Alto, CA
- Full-time

Firm Description

Sapphire Ventures is a venture capital firm that invests capital, resources, and expertise to enable its portfolio funds and portfolio companies to scale. Sapphire has more than \$5 billion in assets under management across its Sapphire Ventures, Sapphire Partners and Sapphire Sport investment platforms, and over 50 employees. It is quickly scaling with offices located in Austin (Texas), Palo Alto (California), San Francisco (California) and London (United Kingdom).

Sapphire Partners - Fund Investments

Sapphire Partners invests in early-stage venture capital funds. We back emerging and established fund managers with deep expertise in enterprise and consumer technologies who share our excitement for helping early-stage entrepreneurs become global category leaders. Today, we are investing out of a vehicle that has an evergreen structure designed to provide long-term capital to venture funds in the United States, Europe and Israel.

Learn more at <https://sapphireventures.com/funds/sapphire-partners/>

Job Description

Sapphire Partners is seeking to add a new associate to its fund investment team with an immediate possible start date.

The associate will be expected to primarily work on venture fund investment-related activities, such as participating in meetings with fund managers, conducting due diligence of potential investment opportunities, overseeing existing investments, analyzing fund returns, managing the deal pipeline and doing data analysis for research and internal projects. The associate will work with venture funds with a variety of investment interests, spanning multiple geographies and will gain experience working with all the investment professionals across the portfolio. Most of the associate's work will be to support the firm's fund investing activities; however, some portion of their work may be dedicated to supporting the firm's operating activities. A portion of this person's time may also be dedicated to firm-building activities, such as recruiting or supporting the firm's marketing initiatives.

The Associate program at Sapphire Ventures is expected to be a two-year program.

Responsibilities

We expect the associate will have a broad experience at Sapphire Ventures and will play multiple roles within the organization.

- Conduct fund manager diligence including financial analysis, organizing diligence sessions and running reference calls
- Participate in fund manager presentations
- Analyze portfolio performance
- Create regular and ad hoc reports
- Maintain deal pipeline database
- Ensure that all information on current and potential investments is updated on a regular basis
- Collect industry intelligence and perform research analyses
- Attend select industry conferences to network with fund managers

Qualifications

- 2-3 years relevant working experience, for example - a financial analysis position at a firm that makes fund investments, financial firm, venture capital firm, technology-focused corporate role. We expect incoming investment professionals to have significant experience working in Excel and creating and evaluating financial models. Prior experience with private fund placement documents, financial reports and PowerPoint is a plus.
- High degree of professional presence including clear communication, ownership of work output and timely, accurate and reliable deliverables.
- Experience interacting with and communicating with senior level management.
- Outstanding academic credentials.
- Strong written and verbal communication skills.
- Team-oriented personality who can also work independently.
- Demonstrated interest in venture capital and the tech ecosystem.

Additional Information

- Location: Palo Alto/San Francisco, California
- Sapphire Ventures offers a competitive salary and bonus plan
- 401(K) Plans/ Profit sharing along with Health/ Dental and Vision
- Applicants must be authorized to work in the United States

Please send resumes to: PartnersRecruiting@sapphireventures.com

If your application looks like a great fit, we will be in touch.