Role Description – Senior Investment Associate (Software)

# Department: Seed Funds

# Reports To: Investment Manager

**Background:**

Cambridge Enterprise has recognised a need to provide more support to early stage software based companies, both through pre-seed funding for first product development and through access to experienced mentors and service providers. This role is to develop and manage the process of providing this support.

This is an entry level investment role, offering an opportunity to develop experience of technology investment within one of the leading technology seed funds in Cambridge.

Support and development opportunities will be offered in a combination of ways including peer mentoring with the Investment Managers.

# Role Purpose:

To work as a member of the Cambridge Enterprise Seed Funds team (CESF) to provide support to members of the University of Cambridge who are founding software based companies, through four main activities:

* Promote Cambridge Enterprise services for software based companies, and Identify Cambridge University related software based investment opportunities across the technology spectrum.
* Develop and support a pool of high quality mentors with experience of software based companies for different market sectors
* Make pre-seed investments in emerging software companies (typically £10k investment), including managing a panel for investment decisions
* Support the funded companies as they move towards the next stage of company development.

**Main Responsibilities:**

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|  | Source potential investment opportunities from across the University through a variety of means including:   * Developing personal contacts with members of the University likely to develop technology that could benefit from seed funding in starting businesses * Liaising with the Cambridge Enterprise Life Sciences, Physical Sciences, Consultancy and Seed Fund teams and Departmental champions * Reviewing entrants to the business plan competitions * Reviewing press stories and departmental websites for interesting technologies * Attendance at student society meetings. |
|  | Build and maintain a network of external mentors and advisors with commercial software expertise who can help founding teams develop a successful business. Actively introduce them to opportunities arising from Cambridge. |
|  | Develop and maintain close links with other organisations within Cambridge who support software based companies, including local investors, and with other University programmes and Cambridge based mentors networks. |
|  | In collaboration with colleagues in Cambridge Enterprise, develop and manage the process for review of new companies for pre-seed investment, including management of a software specific investment review panel. |
|  | Following approval of the pre-seed investment, and with support from other Cambridge Enterprise staff:   * liaise with legal advisers to complete the legal phase of investment expeditiously and to protect the interests of the Seed Fund; * liaise with colleagues in Cambridge Enterprise to ensure Intellectual Property licences, Framework agreements etc. are put in place in a timely manner, on mutually acceptable terms and that all associated paperwork is in place. |
|  | Conduct due diligence on companies and industries including through desk research, market data, customer calls etc. |
|  | In collaboration with founders of the funded companies, mentors and colleagues in Cambridge Enterprise, help develop sound business proposals which identify opportunities and weaknesses and include strategies to build a strong business. |
|  | Monitor companies who have received pre-seed funding to help ensure the company is making progress. |
|  | Where appropriate, in collaboration with colleagues at Cambridge Enterprise, assist the founding team to develop defensible investment proposals for presentation to the CE Investment Committee for seed funding ensuring that they have a quality presentation. |
|  | Provide feedback to academics and students on business plans and signpost to other sources of help if Cambridge Enterprise doesn’t invest. |
|  | Collaborate with Cambridge Innovation Capital (CIC) to share market and deal flow knowledge. |
|  | Contribute to maintaining a high quality deal flow by promoting Cambridge Enterprise through Departmental presentations, press releases on successful start-ups, informal contacts with academic staff and opinion leaders within the Cambridge business community. |
|  | Other duties:   * Maintain up to date files and databases in the agreed format; * In collaboration with the Marketing department contribute to PR material on Cambridge Enterprise and the investee companies; * Attend promotional meetings such as meetings of the Cambridge Enterprise Venture Partners etc; * Attend conferences and seminars to build contacts, knowledge, and to promote Cambridge Enterprise; * Attend regular technical and professional updates to maintain personal skills base and remain up to date. * Contribute new ideas to increase the success of Cambridge Enterprise * Any other duties as may be reasonably required. |

**Person Specification:**

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|  | **Essential** | **Desirable** |
| Knowledge, Skills and Experience | Strong interest in entrepreneurship and investment  Excellent interpersonal skills  Experience of software development or otherwise in a software business  A good understanding of the nature of different types of software based businesses  A clear interest in and understanding of technology analysis and markets  Articulate and literate  Familiarity with a networked IT environment and standard software packages with experience using spreadsheets, databases and e-mail packages | Experience of commercialising software, in either a technology transfer or commercial environment.  Experience of the Cambridge entrepreneurial networks as evidenced by involvement with relevant innovation networks, eg CUE, CUTEC, or through experience in a start-up. |
| **Company Competencies** | **Essential** | **Desirable** |
| Ambition/ Effectiveness | Evidence of drive, an ability to identify phases and activities needed to achieve goals, plus the ability to complete matters in a timely manner. | Track record of successful, relevant achievements |
| Customer Focus | A high level of customer focus; articulate, with clear and demonstrable business sense.  Ability to relate credibly to software developers and company founders. | Extensive, relevant networks in Cambridge  Extensive, relevant networks in academia and business |
| Team Working/ Flexibility | Works well as a team member, and actively seeks to cultivate a broad network of working relationships, paired with the ability to work independently |  |
| Decision Making | Engages in ‘what-if’ thinking to consider future implications and weigh the benefits and risks associated with actions.  Ability to work with others to reach consensus decisions.  Uses sound judgement in making difficult decisions in a timely manner. | Bring financial and commercial expertise to bear on the evaluation of investment opportunities |
| Problem Solving | Evidence of problem-solving abilities – including anticipating issues that may occur and creating alternative solutions to deal with multiple contingencies | Some knowledge of developing strategies to build effective company teams, developing credible commercial plans and means to help ensure the business is financed appropriately |