# Investment Analyst: Role Profile

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| **Role Title:** | Investment Analyst | **Department:** | Seed Fund |
| **Reports To:** | Investment Director | **Last Updated:** | Dec 21 |

### Role Purpose

To work as a member of the Cambridge Enterprise Seed Funds team (CESF) to:

**Generate high-quality dealfow**:

* Build relationships with the academic community and Cambridge entrepreneurs across the physical sciences
* Identify and evaluate Cambridge related spin-out / start-up opportunities across the technology spectrum

**Build investment opportunities**

* Under the direction the CESF investment lead, work with the founders, CE team members and other potential co-investors to develop the business and investment case, and build the investment case
* Work with the rapid-decarbonisation investment manager to help develop the deal flow this critical sector
* Working with the CESF investment lead, recommend investments and in each case prepare a sound investment case for the CE Investment Committee

**Help Complete the deal**

* Support negotiations between the spin-out company and the investor syndicate
* Help finalise all investment-related legal documentation

**Help grow the company:**

* Assist the funded companies to identify and recruit appropriate commercial team members
* Work with the investor syndicate as well as potential new investors to help raise follow on funding
* Attend board meetings – and once suitably qualified take up board positions (Director or Observer)
* Build networks, manage relationships and information flow to facilitate access to capital and investment syndication for portfolio companies

### Main Responsibilities

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| **Generating high-quality deal flow** | |
| **General:** | Source potential investment opportunities from across the University through a variety of means including:  (1) Developing personal contacts with academics in the University likely to develop technology that could benefit from seed funding in starting businesses  (2) Working with the Technology Transfer team, to identify opportunities for spinning out new technology companies from their portfolio, and  (3) Working with departmental champions to identify early opportunities. |
| **Business Plan Competition** | Each year CESF runs the Chris Abell Post-Doc Business Plan Competition. You will work with the lead organiser within the team running the competition. This involves outreach activities to encourage participation, collating responses for review, review business plans, match shortlisted entrants with mentors and preparing for the grand finale. |
| **Promotion of Cambridge Enterprise** | You will work with CESF colleagues as well as Marketing and Technology Transfer promote the work of CESF and CE as a whole. This will include:   1. In collaboration with the Marketing team contribute to PR material on Cambridge Enterprise and the investee companies; 2. Support the marketing and logistics of our Cambridge Enterprise Venture Partners (CEVP) dinners, which bring together investors and fledgling companies. 3. Attending conferences and seminars to build contacts, knowledge, and 4. Promoting the CE Seed Funds through Departmental presentations, press releases on successful start-ups, informal contacts with academic staff and opinion leaders within the Cambridge business community |
| **Building Investment Opportunities** | |
| **Qualify dealflow** | You will assess new ideas that come into the Seed Funds team, working with and supporting Investment Managers to consider the potential of ideas, putting a plan together for advice and process to investment.  You will provide constructive feedback to academics and students on the commercialisation potential of their technology.  You will help the academics and students understand how CESF operates what aspects could be of benefit to them. |
| **Build the investment case** | You will   1. Support the case manager to build qualified deals and prepare them for funding. 2. Conduct due diligence on these investment opportunities to a high standard. 3. In collaboration with founders, other SF team members, and other colleagues in CE, help develop sound business proposals which identify weaknesses and include strategies to fill management and Board gaps 4. Identify any IP licenses, pipeline agreements etc that the company will need and work towards identifying terms and conditions that are acceptable to all parties 5. Help assess the correct seed funding strategy (i.e. whether Pathfinder, Fast75 or full seed-round funding is the optimal route. |
| **Prepare for Investment Committee** | Once due diligence has been completed and the decision made to take the opportunity to the Investment Committee, you will assist the investment lead in gathering all necessary documentation, writing the investment papers and submitting those papers to the Investment Committee.  During the investment committee you will support the investment lead in making the case for the investment particularly around any aspects covered in the due diligence process. |
| **Closing the deal** | Following approval by the CE Investment Committee and with support/direction from other SF team members:   1. Help with syndicate building and negotiation of investment terms 2. Once terms agreed, liaise with legal advisers to complete the legal phase of investment expeditiously and to protect the interests of the Seed Fund 3. liaise with colleagues in CE to ensure IP licenses, Framework agreements etc. are put in place in a timely manner, on mutually acceptable terms and that all paperwork (assignments MTAs etc.) is in place 4. Conduct anti-money laundering and reputation checks on new investors and the management team, and 5. Organise the signing of legal agreements and the drawdown of funds to be paid to the spin-out. |
| **Growing the company** | |
| **Monitoring the companies** | Once the seed investment has completed, you will support the investment lead in the following areas:   1. In some cases, attending board meetings (and possibly once suitable experience gained, formally join the boards as observer or director) 2. Assessing the resources required by the company and work with them to try to ensure they have all they require including key management positions, and 3. Developing and maintaining strong relationships with both the founding academics and build strong relationships with both the management team and other co-investors. |
| **Future funding rounds** | You will work with the investment lead in identifying when spin-out companies require funding and follow the investment committee process to get such funding rounds approved, where relevant. |
| **General** | |
| * Maintain and build a network of external mentors, advisors and investors who can help founding teams develop a successful business. * Collaborate with Cambridge Innovation Capital (CIC) to share market and deal flow knowledge * Maintain up to date files and databases in the agreed format; * In collaboration with the Marketing department contribute to PR material on CESF and the investee companies; * Attend promotional meetings such as the Investors Forum, meetings of the Cambridge Enterprise Venture Partners etc; * Attend conferences and seminars to build contacts, knowledge, and to promote the CE Seed Fund; * Attend regular technical and professional updates to maintain personal skills base and remain up to date. * Contribute new ideas to increase the success of CESF * Any other duties as may be reasonably required. | |

### Person Specification

You have the vision, ambition and determination to help develop spin-out companies which have the potential to change the world and make a difference. You are comfortable working at the intersection of cutting-edge technology and commercialisation. You may not have had extensive deal experience to date, but you will be able to tangibly demonstrate that helping deep tech companies succeed is a core career focus.

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| **Personal Competencies** | **Essential** | **Desirable** |
| Knowledge, Skills and Experience | Strong technology background with degree in the relevant discipline (Physical Science for the PS team, and Life Science for the LS team)  Experience of commercialising technology, in either a technology transfer or commercial environment.  Strong financial skills. | PhD in a relevant science discipline  Exposure to University-derived small technology companies with high growth potential.  A good understanding of several sectors within the relevant sciences |
| Decision Making | Engages in ‘what-if’ thinking to consider future implications and weigh the benefits and risks attached 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 |
| **Company Competencies** | **Essential** | **Desirable** |
| 1. 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  Work with other members of the team to assess investment opportunities and decide if suitable for the Investment Committee  Work with members of the technology transfer team to assess whether inventions should be commercialised via a spin-out vehicle. Work with other members of CE on the process of completing spin outs whether or not CESF is an investor | Understanding and experience of working with University Technology transfer offices to license IP or spin out new ventures. |
| 1. 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 |
| 1. Customer Focus | A high level of customer focus; articulate, with clear and demonstrable business sense.  Be accessible to members of the business community looking for management or investment opportunities. Actively introduce them to opportunities arising from Cambridge  Provide feedback to academics and students on business plans and signpost to other sources of help if CESF doesn’t invest. | Relevant networks in academia and business |