

<b>Job Title:</b>	Entrepreneur Support Associate
<b>Reports To:</b>	Director of Programs
<b>Status:</b>	Full-time, exempt employee
<b>Travel:</b>	Less than 10% of time
<b>Compensation:</b>	Starting salary range: \$45,000 - \$48,000; Commensurate with experience
<b>Main Function:</b>	The Entrepreneur Support Associate works directly supporting Arch Grants Companies and building relationships with the Founders, with an emphasis on supporting Arch Grants Founders during their Company's active program year.

### **Duties & Responsibilities**

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- Coordinate and attend quarterly meetings with Founders of current cohort companies to strategize and identify opportunities for Arch Grants to support them (e.g. making connections for capital and/or customers, talent recruitment, fundraising strategy, etc.)
  - a. Manage tracking and fulfillment of support/connection requests from Founders
- Spearhead engagement of the Founder Community, offering content and opportunities to engage with one another, with Arch Grants and with the St. Louis startup ecosystem
- Oversee the Founder perks and discount program and ensure partner relationships are current and relevant
- Partner with team to develop and maintain strong connections with venture capitalists, fund managers and other early-stage investors - both in St. Louis and throughout the country - in order to make connections for Arch Grants companies
- Organize and execute Program Orientation annually for new cohorts of Arch Grants Companies
- Plan and execute Investor Connection events to bring investors together (virtual and/or in-person) with Arch Grants Founders
- Organize and execute bimonthly informational sessions for current cohort Founders throughout the year for them to interact with one another and learn from experts in various disciplines
- Coordinate semiannual meetings of Founder Advisory Council – a group of experienced Arch Grants Founders who advise on programmatic opportunities
- Assist Director of Development in managing Corporate Advisory Council
- Assist in aspects of program led by other members of the Arch Grants Program Team –Startup Competition outreach, Growth Grants Competition, Finalist Pitch Day, etc.
- Produce, on behalf of Arch Grants, regular content (i.e. blogs/articles/whitepapers) related to entrepreneurship and investment trends locally and nationally
- Assist with long-term and yearly operational planning for Arch Grants
- Additional tasks as assigned by the Director of Programs and/or Executive Director

### **Qualifications, Qualities & Skills**

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- Interest in and relevant experience in entrepreneurship/startups.

- Project management experience
- Excellent written and verbal communication skills
- Excellent interpersonal and communication skills, including a relationship-building mindset
- Ability to manage multiple priorities and overlapping deadlines in a fast-paced environment
- Ability to autonomously take initiative to solve complex issues
- Collaborative, team mindset
- Availability to work a flexible schedule including some evenings and weekends
- Superior organizational skills and extraordinary attention to detail
- Experience with Salesforce, Constant Contact, Microsoft Office Suite, Pitchbook preferred

**Interested applicants should send a resume and cover letter to [hire@archgrants.org](mailto:hire@archgrants.org)**