



Startup and Investment Associate

Who we are

We are UpSurge, and we are working to build Baltimore into the country's first Equitech City. At UpSurge, you'll be part of a driven, results-focused, but welcoming and casual team, on a mission to galvanize Baltimore's innovation ecosystem. It's an exciting opportunity to help shape and build a transformational initiative from the ground-up, alongside established and emerging Baltimore leaders. You'll be pivotal to our success as one of the first employees, and in turn, we promise a dynamic work environment, solid benefits, a collaborative team, and the ability to interact with, influence and learn from leaders in the innovation and startup communities.

If you are looking for work in a supportive, entrepreneurial environment, are interested in building something meaningful, have the humility to do what it takes to grow an ambitious initiative from the ground up, and want to have fun while doing it, we'd love to hear from you.

Who you are

You have a deep interest in startups, venture capital and tech and want to work hands-on with startups, founders and investors. You understand the key role of data and analysis in decision making, and you know both how to collect clear data and metrics and how to leverage them to tell a story, provoke action and advance a mission. You are a clear communicator, a confident thinker and persistent problem solver who can work closely with a team, while also taking a project and running with it. You speak the language of startups and investment, and thrive on supporting founders and helping them work through challenges. You're fully proficient with Excel and can work fluidly with databases like Pitchbook and Crunchbase. You aim not only to set goals, but to exceed them. You are passionate about Baltimore, business, and entrepreneurship.

What you'll do

We are seeking to hire a Startup and Investment Associate to play a key role in growing the Baltimore tech ecosystem, working closely with two members of the UpSurge executive team. You'll provide comprehensive analytical and strategic support to leverage data and metrics, to help us understand the Baltimore and national startup ecosystem, to help us measure the impact of our effort, to improve our efficiency and scalability, and to enhance our ability to support Baltimore's startup community. You will also have a hands-on role in supporting Baltimore-based founders and startups, providing meaningful support to the Director of Relationship Development and the Director of Startup Development.

Key responsibilities include business analysis, research and report preparation, project management, meetings/presentations, and engagement with founders.

As a Startup and Investment Associate you will:

- Develop and maintain metrics to monitor size, stage, and competitive position of Baltimore

startup ecosystem, and those of our peer cities. Synthesize quantitative and qualitative data and produce reporting to 'tell the Baltimore startup story' clearly and concisely.

- Perform ongoing analysis to identify opportunities to increase impact of our activities as part of an overall strategy to grow the innovation economy in Baltimore.
- Meet with local startups and investors to understand their needs and design infrastructure and programming to help them achieve their goals.
- Support the Director of Relationship Development and the Director of Startup Development to engage with Baltimore-based founders and startups.
- Support the execution of strategic communication plans to share progress and success stories about a variety of Baltimore-area startups. Create presentations and communications for a range of constituents and events.

Job Qualifications

- Passion for supporting founders, startups, investors and Baltimore
- Ability to develop and manage meaningful business metrics
- Ability to organize, manage and prioritize multiple projects
- Evaluates complex business problems, determines solutions
- Makes effective and persuasive presentations to management and ecosystem partners
- Excellent interpersonal and communication skills
- Self-motivated and team player
- Works successfully in a critical, fast paced, high energy, team environment
- Able to work both independently and collaboratively, with a high level of initiative and sound judgment
- Meticulous attention to detail and the ability to follow instructions
- Professional and positive attitude with a high level of enthusiasm
- Ability to comply with our COVID-19 vaccination policy

Experience

- 3+ years of experience in finance, tech, private equity or business strategy with specific work in in data and analysis
- Preference for Bachelor's degree in Accounting, Finance, Economics or related areas
- Proficiency with Excel required
- Familiarity with Google apps, Slack, Hubspot, Pitchbook, Crunchbase and other startup data sources a plus.

Diversity at UpSurge

UpSurge Baltimore is committed to maintaining a workplace where diversity of identity, culture, and life experience is the norm and is celebrated authentically and respected consistently. Diversity in our work and our people drives creativity and innovation, entrepreneurial leadership and integrity, competitiveness, and collaboration. We depend on our differences to make our team stronger, our workplace more dynamic, and our mission more achievable.

We're proud to be an equal opportunity employer open to all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, veteran status, or any other legally protected status.

Benefits

- Medical
- Dental
- Vision
- Savings Accounts
- Telemedicine Program (for those enrolled in Medical)
- Basic Life & Accidental Death & Dismemberment Insurance
- Voluntary Life & Accidental Death & Dismemberment Insurance
- 401(k) (50% employer match up to IRS limit, 4 year vesting)

Please fully review our philosophy and approach at UpsurgeBaltimore.com before applying.

To apply, submit your resume to hello@upsurgebaltimore.com