Venture Fellow for UCLA Ventures
UCLA Ventures, a new department under the UCLA Technology Development Group, is a community of UCLA alumni and friends whose core purpose is to support and promote innovation and entrepreneurship at UCLA. This member-based community of donors exists to foster growth of UCLA companies and connect entrepreneurs with shared interest in UCLA. Members have the opportunity to participate in advising campus entrepreneurship initiatives, raising funds for UCLA startups, and ultimately to advance UCLA as one of the top entrepreneurial universities in the nation.

UCLA Ventures is currently seeking a Venture Fellow available to work on a hybrid schedule starting June 1st. This position is open to current UCLA undergraduate and graduate students.

To apply, please send your resume to: Brija Johnson at uclaventures@tdg.ucla.edu

To find out more about the organization please visit: https://tinyurl.com/ypfpkry7

Roles & Responsibilities:
This position maintains and enhances the department’s capabilities to identify, track and support Bruin entrepreneurs and our current portfolio companies. Projects may be assigned on an ad-hoc basis depending on current needs.

- Assist in sourcing, coordinating, and monitoring potential donors
- Assist in building an external presence for the UCLA Ventures
- Coordinate with other student organizations identifying sponsorship, co-branding, and mentorship opportunities
- Able to quickly turnaround deliverables for ad-hoc requests
- Due diligence testing of potential members and Bruin Founders prospects
- Perform research and competitive analysis for Bruin Founders companies
- Summarize and prepare pledge memos for the Executive Director
- Act as a liaison between leadership and the target company delivering news, status updates, etc.
- Communicate portfolio company news, new investments and other miscellaneous updates to the member community
- Update and engage with the community through social media on a consistent basis (e.g. Facebook, Twitter, LinkedIn)
- Organizing and coordinating events with the Los Angeles Venture/Entrepreneurship community and UCLA Ventures members (e.g. panel events, happy hours)
- Portfolio alerts
  - Liquidation, fundraising, etc for companies in our portfolio
- Discovery of new members
  - Scraping Crunchbase, AngelList, PitchBook
- Alerts when non-portfolio companies have events
- MatterMark, CB Insights, StrictlyVC, Confluence.VC, etc

Requirements:
• Interest in startups, fundraising, and the LA entrepreneurial ecosystem
• Experience evaluating and mentoring startups
• Motivated, self-starter who is proactive in owning project responsibilities
• Excellent communicator with strong writing skills and social media savvy
• Strong interpersonal skills and keen emotional intelligence
• Financially proficient

Nice to Have:
• Experience with Life Science and/or Deep Tech companies is not required but would be considered a strong plus.
• Background in venture financing would be a strong plus.