

JOB DESCRIPTION

JOB TITLE: *Investment analyst and program/event relations*

JOB TYPE: *Full time (some flexibility)*

LOCATION: *Richmond and work from home*

SUPERVISOR/MANAGER: *Managing Director*

ABOUT US

Boab AI is a scaleup investment program based in Melbourne investing venture capital in high growth Australian artificial intelligence companies.

Our mandate is to invest in at least 32 AI companies in the next 4 years with \$300,000 equity investment each and portfolio support. We connect an ecosystem of entrepreneurs, government organisations, universities / research institutes, corporations / industry groups and investors working to grow AI opportunities in Victoria and around the world.

As an equal opportunity employer, Boab is committed to diversity and inclusion. Boab maintains an equal gender board and recruitment policy.

Boab is backed by Artesian Venture Partners, Australia's most active early stage VC firm and LaunchVic, the Victorian Government's innovation investment agency.

MAIN DUTIES/RESPONSIBILITIES:

Boab AI is seeking an investment analyst with both financial technical capabilities and great people skills. As a small team, this is a new role that you can really own. There is opportunity for you to grow and develop in your career in the venture capital industry.

You will be analysing and assessing high growth technology companies for Seed/Series A investment suitability. You will bring to the role technical capabilities in areas such as financial modelling and investment analysis. Accounting is a plus.

You will also own and manage a diverse range of people-facing initiatives such as managing events, interviewing founders or presenting at conferences.

Boab AI is a small committed team focused in the fast moving technology space. You can make a difference with your passion for early stage technology companies. You are excited by the opportunity to roll up your sleeves and be part of a team aspiring achieve ambitious and exciting outcomes.

We are open to candidates who are willing to learn the above capabilities so long as there is an underlying diligence and passion for the venture capital industry.

RESPONSIBILITIES:

- Investment analysis of artificial intelligence scaleup companies including financial modelling.
- Valuation modelling of early stage companies.

- Creation of investment memos to Boab AI stakeholders and fund investment committee.
- Ad hoc provision of investment and business advice to portfolio companies.
- Interviewing of founders and meeting with partners.
- Dealflow sourcing through management of marketing campaigns and responding to enquiries.
- Ecosystem development and building a positive community culture.
- Events management and public speaking.
- Flexibility in operating the investment program through the provision of services to portfolio investment companies such as investment advisory, sales support and relationship management.
- Business development and/or partnership development with corporations, governments and academia.
- Content generation for website and media.
- Social media management and public relations.

SKILLS & EXPERIENCE

Qualifications:

- *Degree or post-graduate qualifications*

Experience:

- Technical abilities in financial modelling and/or investment analysis.
- Interest in early stage companies and/or venture capital.

Skills:

- *Excellent verbal and written communication.*
- *Ability to navigate ambiguity and persist in producing optimal outcomes.*
- *Organised and able to meet deadlines.*
- *Ability to operate with autonomy and meet performance goals with minimal guidance.*

PERFORMANCE GOALS

- *Meeting of metrics as agreed at the beginning of employment.*
- *Professional behaviors exhibited at all times.*

OTHER RELEVANT INFORMATION

Applicants are required to submit a completed [application form](#).

Boab is committed to diversity, inclusion and an equal opportunity workplace. We welcome applicants from all diverse backgrounds.

No recruiters please.