**About Invest Michigan**

Invest Michigan is an investment fund that invests in early-stage companies that are commercializing technology products or services and are headquartered in Michigan. We have completed 119 investments in 53 companies since 2014. We consider investing up to $1 million in a single company over several investment rounds. We take an active role in supporting our companies, serving on boards and providing strategic and financial guidance.

**Position Summary**

As an integral member supporting the investment team you will be involved in all aspects of the investment process. Specifically, you will perform financial, business, market and industry research, develop market intelligence, evaluate business plans, conduct due diligence, write investment proposals, assemble documentation, and other financial related activities. This role will also involve building a network and pipeline of entrepreneurs and co-investors.

**Skills**

Have a passion for technology, entrepreneurship and early-stage investing. Work in an unstructured and entrepreneurial environment with the ability to handle multiple tasks and meet deadlines. Possess exceptional attention to detail and proficiency in data. Possess the ability to research, read, comprehend, interpret, analyze and communicate effectively in written and verbal forms, are self-motivated and a self-starter. Someone who hustles and can be a strong brand ambassador for Invest Michigan

**Qualifications**

Must have completed an undergraduate degree demonstrating a record of academic success in finance and now working towards a master’s degree in Finance or Business or a Law Degree.

Please submit a resume with a cover letter indicating your interest and providing examples of how your background and skills match these requirements, [info@investmichigan.org](mailto:info@investmichigan.org).