

OHIO DEPARTMENT OF DEVELOPMENT  
EMPLOYMENT OPPORTUNITY

Job Title: **MANAGER, EARLY STAGE INVESTMENT FUNDS**

Starting Salary: \$70,000 yr.

Position Number: 20011297

Job Classification/Status: Unclassified, Exempt

Division/Office: Strategic Investment/Technology Investments

Location: 77 South High Street, 28<sup>th</sup> Floor, Columbus, Ohio

Work Hours: Day Hours, M-F

Supervisor: Michael McKay, Executive Director Third Frontier

**DATE POSTED: JANUARY 12, 2024**

**DEADLINE FOR APPLYING: JANUARY 31, 2024**

We are looking for a motivated, self-starter to join our team in our Office of Technology Investments. This office includes the Ohio Third Frontier, which is a technology-based economic development initiative designed to support Ohio innovators and entrepreneurs helping grow the state's technology economy. This position includes opportunities to work independently while using your data analysis and attention-to-detail skill set to manage a unique portfolio of loans to early-stage investment funds.

As the **Manager, Early Stage Investment Funds**, you will primarily be responsible for the administration of the Ohio Third Frontier Pre-Seed Fund Capitalization Program, the SSBCI Ohio Early Stage Focus Fund, and the SSBCI Ohio Venture Fund. These programs are designed to support Ohio tech-based companies by helping to increase the amount of early-stage capital invested in Ohio technology-based companies, accelerate the growth of high-potential companies, and create a climate that supports the development, retention, and attraction of technology companies in Ohio. The programs provide loans to professionally-managed investment funds, which then invest in early-stage technology companies throughout Ohio.

Duties

- Manages the early stage capital investment programs in the Office of Technology Investments, including the Ohio Third Frontier Pre-Seed Fund Capitalization Program, the SSBCI Ohio Early Stage Focus Fund, and the SSBCI Ohio Venture Fund;
- Independent program activity includes preparing program Requests for Proposals (i.e., RFPs) and applications, award commitments and approvals, contract development and execution, disbursements, reporting, compliance, amendments and terminations, remedial actions, overall program management and monitoring, and responding to requests;
- Serves as the division liaison with the U.S. Department of Treasury;
- Handles all necessary correspondence, including inquiries from potential applicants and companies seeking assistance; reviews & approves applications & other documents for program compliance based upon program laws, guidelines, & policies;
- Works with third-party evaluators throughout the review process, including to identify applications for funding, conduct applicant interviews, review reports and presentations, and approve invoices for payment;
- Works with Development staff and applicant representatives to correct application information deficiencies and to generate loan agreements from approved applications;
- Ensures that budget and financial plans of applications reflect project needs and program requirements;
- Provides guidance to borrowers on resolving issues; coordinates with borrowers to modify or amend existing loan agreements; reviews borrower invoice submittals for completeness; works with borrowers to correct invoice submittal deficiencies & collects appropriate supporting documentation; identifies non-compliance issues with borrowers commitments; prepares & sends non-compliance notifications to borrowers;
- Builds constructive working relationships between Department and borrowers;
- Collaborates on marketing materials;
- Analyzes existing program operations for performance and effectiveness; ensures efficient & effective day to day loan operations, appropriate use of funds & achievement of goals, objectives & measures of project success.

Qualifications:

1. Undergraduate degree in Finance, Accounting, Economics, Business Administration, or a related field.
2. Previous experience working in commercial lending or with state or federally funded grant or loan programs preferred.
3. Experience with early-stage and/or venture capital investing preferred.
4. Strong analytical and prioritization skills, and interpersonal skills dealing with many types of people at all business levels.
5. Excellent written and verbal communication skills to include experience preparing and distributing correspondence and/or reports.
6. Expertise in financial applications and database management tools including MS Excel. Strong proficiency in Microsoft Office products, and knowledge of CRM products such as Salesforce.
7. Must possess valid driver's license and be able to travel to sites around Ohio and occasionally outside of Ohio.

**The final candidate selected for this position will be required to undergo a criminal background check and drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.**

TO APPLY, VISIT <http://careers.ohio.gov> OR SUBMIT RESUME/APPLICATION TO:

Ohio Department of Development, Human Resources Office  
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130  
[hr@development.ohio.gov](mailto:hr@development.ohio.gov)

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