



Job Description

Director of Operations

We are looking for a hard working, highly-motivated and talented individual to join our team. We are a food and ag investment firm focused on trying to make the food system more healthy and sustainable. The position is Chicago based. We expect you to help us raise the bar and push the boundaries on what it means to be world class. Come help us improve the overall food system!

S2G Ventures (Seed to Growth) is looking for a Director of Operations to play a key role in our venture capital fund. As an important member of the operations team, the Director of Operations will assist with improving fund reporting, team operations, and process improvements. In addition, this individual will spend time working with our portfolio companies on operations where appropriate.

Background on S2G Ventures:

S2G Ventures is a multi-stage venture fund investing in food and agriculture in the U.S and globally. The fund's mission is to catalyze innovation to meet consumer demands for healthy and sustainable food. S2G identifies sectors across the food system that are ripe for change, and has formed a multi-stage portfolio including seed, venture and growth stage investments. Core areas of interest for S2G are agriculture, ingredients, infrastructure and logistics, IT and hardware, food safety and traceability, retail/restaurants, and consumer brands. For more information about S2G, visit www.s2gventures.com

Key responsibilities Include:

- Be a strategic partner with the COO and will work hand in hand to manage the overall operations of S2G Ventures.
- Responsible for the day to day accounting and reporting of various entities which includes preparing waterfall calculations and investor reporting.
- Work with team to respond to investor requests in a timely fashion.
- Assist with the calculation and review of capital calls and distributions for investors.
- Assist with real time accounting to help expedite the quarterly reporting process, such as updating the investment summaries real time to track cash inflows/outflows.
- Assist with any other special projects that may arise (e.g. compliance/fundraising).
- Be proactive in streamlining current processes.
- Prepare reports for firm leadership, management teams and boards on various initiatives, progress, and results.
- Partners with key internal stakeholders to develop the outcomes measurement framework for the entire enterprise. Responsible for establishing and maintaining a systematized, progress tracking of key performance/output/outcome metrics in a clear dashboard or performance report.
- Build relationships across the firm. This role will need to facilitate decision making using all modes of communication: formal and informal; written and verbal; 1-on-1, small group, and large group, as well as develops advisory relationships with executive teams, above and beyond engagement/project issues.
- Identifies and frames the most critical value creation priorities both within S2G, but also within our portfolio companies and applies business judgment to drive efficiency and scalability.

Qualifications

- Bachelor's degree is required; graduate degree and/or MBA preferred.
- Excellent written/verbal communication skills.
- Analytical skills to evaluate data and make operational decisions.

- Willing to roll up your sleeves to help executives drive results.
- Ability to manage and execute multiple projects and priorities simultaneously, some of which are individual and some team-based.
- A pattern of excellence, both personal and professional, demonstrated by the individual's education, career track record, intellect, professional reputation, and affinity for action.
- Strong understanding and interest in entrepreneurship and emerging companies, and experience with multiple business models
- High intellectual curiosity, entrepreneurial, creative thinker and problem-solver, fast learner, with demonstrated initiative.
- Strong process improvement experience and problem-solving capabilities.
- High level of analytical skill, including the ability to distill large amounts of information into meaningful insights for key decision makers.
- Good fit with team and culture and an interest in improving the food system for healthy living.
- Comfortable researching, evaluating and project managing internal technical tools, such as Salesforce, accounting systems and fund management software.
- Must know how to work hard, but have fun.

You will report to and work closely with the COO of S2G Ventures. This is a salaried position working out of our Chicago office.

Send your cover letter and resume to Aaron Rudberg at Jobs@S2Gventures.com