



**Role:** Operations Associate

**Reports to:** SixThirty Principal

**What is SixThirty all about?**

SixThirty is a leading global FinTech venture capital fund and business development program. Our mission is to find the most innovative ideas in enterprise financial technology (“FinTech”), insurance technology (“InsurTech”) and cyber security across the globe, and work with like-minded corporate partners to mentor and grow them into great businesses. We invest in and help grow between 8 - 12 late seed-stage companies each year, providing funding, mentorship, and connections. Our partners include Ernst & Young, Reinsurance Group of America (RGA), World Wide Technology, and several others. More information is available at [sixthirty.co](http://sixthirty.co) & [sixthirtycyber.com](http://sixthirtycyber.com)

**What will the Operations Associate do?**

SixThirty is a high velocity, high volume investor in early-stage startups in the financial technology, insurance technology, and cybersecurity technology sectors. An opportunity exists for an experienced professional to take the reins on managing the SixThirty back-office. The Operations Associate is expected to assist in designing, establishing, and eventually running the full suite of back-office functions, including Fund Administration (LP on-boarding, capital calls, annual filings, etc.), Accounting (monthly reporting, bill pay, expenses, etc.), HR (payroll, insurance, benefits, etc.), and Program Management. The Operations Associate will work closely with other team members to support the pipeline, investment, and partnerships activity.

Operations Associate responsibilities will include:

- Fund Administration
  - Manage investor on-boarding, capital calls, and relationships with third parties
  - Assist with implementing and enforcing compliance and operational risk policies and procedures
  - Keep databases and tools updated
- Accounting & Reporting
  - Reconcile and investigate any discrepancies with monthly accounting statements for each Fund and Management entity
  - Assist with budgeting and P&L reporting
  - Develop and prepare routine investor reporting
- HR, Payroll, Office Management, Event Planning
  - Develop and maintain employee handbook and code of conduct
  - Manage HR processes including payroll, insurance, and benefits
  - Serve as office manager, ensuring organization and coordination across all team members
  - Lead planning for events ranging from routine meetings with corporate partners to annual events with attendance of 100+
  - Manage the contacts within the SixThirty network
- Program Management
  - Assist with planning for the bi-annual SixThirty Business Development Program
  - Execute roundtables and workshops alongside other SixThirty team members

**What are we looking for?**

FinTech and InsurTech are two of the fastest growth areas in tech and venture capital. We are looking for someone that is comfortable and excited about working in a fast-paced environment. The ideal candidate can juggle many responsibilities, while simultaneously prioritize key activities. In our opinion, this may be demonstrated through the following attributes:

- An undergraduate degree in business, marketing, or communications
- Minimum of 2 years of professional experience
- Experience with project management
- Ability to communicate concisely, with depth and accuracy
- A genuine interest in the areas we invest
- Detail oriented
- Respect for risk taking challenges of entrepreneurs
- Diversity of background and perspective



- Passion for new technology

**The offer**

The SixThirty Operations Associate is a full-time paid position. The Associate reports to the Principal, and the position is based in St. Louis, MO. Our office is located at T-Rex in downtown St. Louis.

- Health benefits
- 401(k) plan
- Paid time off
- Growth and leadership opportunities
- Membership to T-Rex co-working space & technology incubator
- Culture of high-growth FinTech, InsureTech, and Cyber Security companies; highly collaborative and supportive of start-up community

**To apply**

Send resume, cover letter, and a 140-character description of yourself to Joel Brightfield, Principal, at [joel@sixthirty.co](mailto:joel@sixthirty.co)

References may be requested.

*SixThirty is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in an uniformed service, or membership in any other class protected by applicable law.*