



**Role:** Venture Attorney and Operations Manager

**Reports to:** General Counsel and Director of Operations

### **What is SixThirty all about?**

Our mission is to find and invest in the most innovative ideas in enterprise financial technology, insurance technology, digital health, and information security across the globe, and work with corporate partners to mentor and grow them into great businesses. SixThirty is an early-stage enterprise technology venture firm and go-to-market program. For additional information about SixThirty Ventures, please see [sixthirty.co](http://sixthirty.co).

### **What will this position do?**

SixThirty is a high velocity, high volume investor in early-stage startups. An opportunity exists to join our team as a Venture Attorney and Operations Manager to focus on investment transactions in emerging companies across the various industries that we invest and to assist with the day to day operations associated with running a global venture capital firm. This individual will not only be responsible for legal work and operations, but will also be working directly with the investments team to assess and structure transactions and monitor transactions. This is a great opportunity for someone with a legal background who wants to broaden their finance/business exposure, and ultimately get a seat at the table with the business team in a dual legal and business role.

Responsibilities will include:

- Provide transactional legal expertise on equity and debt investments transactions with emerging companies.
- Strategize with the investments team regarding due diligence of potential investments and structuring of transactions.
- Collaborate with firm leadership regarding internal legal matters that arise on an ad hoc basis.
- Work with investors and portfolio companies on ongoing stockholder matters and to evaluate and facilitate next financing rounds and exit transactions.
- Work with firm leadership on monitoring investments made by the funds under management.
- Provide corporate governance and securities law guidance and assist with the administration and enforcement of the fund's compliance programs.
- Prepare and update various fundraising related materials including but not limited to: offering memorandums, diligence questionnaires, presentations and responses to specific investor questions.
- Prepare investor reports.

### **What are we looking for?**

The areas we invest are some 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 prioritizing key activities. In our opinion, this may be demonstrated through the following attributes:

- 1-4 years of legal experience, ideally within an emerging companies practice or investment fund practice. Admitted to the state bar and in good standing where she / he practices.
- Experience at a top law firm, in-house, or combination of both.
- Excellent undergraduate academic credentials and JD from an accredited law school (a plus if you also have an MBA / business degree).
- Extensive experience with structuring, negotiating, and drafting agreements for venture capital investments across multiple stages of financing.



- Expertise advising companies through the life cycle of a startup, including on corporate governance, securities, intellectual property, commercial, and employment matters.
- Expertise with fund formation and other compliance related issues.
- Hard-working, highly team-oriented, well-organized, detail oriented, and able to manage numerous projects simultaneously.
- Excellent interpersonal and communication skills, both written and verbal.
- Willingness to learn and be part of a collaborative culture.
- Sound, practical business judgment and strong strategic thinking abilities.
- Flexibility, initiative, and willingness to work on a broad variety of legal and business matters and to think creatively to solve complex business issues.
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Experience cultivating and managing professional relationships.
- Respect and admiration for entrepreneurs.
- Diversity of background and perspective.
- Passion for new technology.

### **The Offer**

The Venture Attorney and Operations Manager is a full-time paid position. The U.S.-based team is located in St. Louis, with one partner in New York and one in Australia. We are open to candidates based elsewhere in the U.S., but we have a preference that the candidate be located in St. Louis. Once it is appropriate to return to office life, if the selected candidate is not based in St. Louis, it is expected that she / he will travel to St. Louis on at least a quarterly basis. There will be interactions with team members based in Amsterdam, Singapore, and Australia, so occasionally the Venture Attorney and Operations Manager will be asked to work during odd hours.

- Health, dental, vision benefits
- 401(k) plan
- Paid time off
- Growth and leadership opportunities
- Culture of high-growth FinTech, InsurTech, Digital Health, and Information Security companies; highly collaborative and supportive of start-up community

### **To apply**

Send resume along with answers to questions below to Tyler Short, General Counsel and Director of Operations, at [tyler@sixthirty.co](mailto:tyler@sixthirty.co)

- Tell us about your professional background (150 words max)
- Tell us about who you are (i.e. non-professional life) (150 words max)
- Describe the perfect work culture (150 words max)
- Why are you interested in this role? (250 words max)

Further exercises may be required. 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.*