



Associate or Manager, Ventures

Chicago, Illinois

About P33

P33 is on a mission to drive inclusive, global tech leadership for Chicago. With an honest and realistic view of our city, P33 is fueled by a need to unlock the potential of the digital age to solve some of the toughest problems facing Chicago, such as equitable access to digital careers, talent retention, deep science commercialization and gaps in our growth stage startup ecosystem. P33 is co-chaired by Penny Pritzker, former Secretary of Commerce and Founder and Chairman of PSP Partners; Chris Gladwin, CEO and Co-founder of Ocident and Cleversafe; and Kelly Welsh, President of the Civic Committee of The Commercial Club of Chicago.

People, Purpose, Plans and Progress is the philosophy behind P33, with the vision that in 2033, a hundred years after the 1933 Chicago World's Fair (A Century of Progress), our city is again a global technology leader. P33 is a collaboration among hundreds of Chicagoland leaders working together to turbocharge Chicago's tech economy for all Chicagoans. P33 leverages Chicago's strength – its diverse economy, strong system of universities and research centers, and growing start-up ecosystem – to catalyze Chicago's tech economy into its next chapter.

We are building our team and are looking for highly motivated and enthusiastic students to join us as interns as we realize the dream of a more inclusive and thriving Chicago tech ecosystem. If you're passionate about improving Chicago and its technology community – join our team!

About the Role

The Associate or Manager will support products directed to Chicago's growing tech ventures and their technologies. This person will work closely with the SVP of Industry 4.0 who leads the Ventures platform and P33's internal team (e.g., Chief Marketing Officer) to support product initiatives via primary and secondary research, presentation creation, stakeholder management, and input into the strategy. Our team is very collaborative, and we are looking for someone with strong problem solving, analytical, and communication skills who will be able to execute against the primary activities related to product activation. While supporting the learning of all team members with our development program, we recognize that each individual brings a unique set of skills to the role and responsibility is given rapidly based on ability and experience.

The Associate or Manager will have the following responsibilities:

Operational (60%)

- Prepare for meetings with corporate partners, follow-up on actions and promised deliverables
- Develop relationships with Chicago start-ups, including but not limited to learning their product/services offering, target customer base, distinctive market position, etc.
- Assist with event execution for corporates and start-ups, including working with partner organizations
- Maintain strategy and project management materials including presentations, GANTT charts, and task lists updating as needed
- Create stakeholder management tracking materials and provide input into stakeholder strategy, iteratively refining documents as needed, and maintaining Salesforce to reflect updates
- Develop and support outreach strategy for stakeholders, including but not limited to the Ventures Advisory committee
- Formulate plans for implementation of recommendations
- Negotiate and overcome objections from stakeholders and various levels of management
- Design and stand up scalable system, processes and tools for regular performance and relationship management (e.g., surveys, scorecards, pipeline review)

Research and Analysis (20%)

- Maintain and update corporate profile database, including publicly available information and insights such as but not limited to lines of business, strategic priorities, sources of internal/external innovation or partnerships, senior staff, etc.
- Refine top problem statements relevant to corporate user group, and consider individual corporate interests based on publicly available corporate insights
- Regularly review sources for new investments and venture opportunities in Chicago, e.g., on Pitchbook, Crunchbase, etc.

Strategy and Communications (20%)

- Create codified knowledge documents (e.g., playbooks) detailing various standard processes (e.g., start-up on-boarding, preparation for corporate introductions)
- Solicit input from partner organizations on problem statements, opportunities to activate their members, etc.
- Development of plans and tactics to help advance product strategies based on understanding of the local and national space

Key Qualifications

- Minimum 2+ years of industry, consulting, and/or venture experience
- Market analysis and research skills, ability to identify trends and drivers of specific markets, apply the knowledge to Chicago and our ecosystem
- Ability to assist in planning for meetings with senior stakeholders and product user groups
- Ability to engage in ambiguous problem solving; should possess the ability to function efficiently and independently in a fast-paced, rapidly changing environment
- Results-oriented team player with the ability to facilitate productive engagement across diverse players
- Excellent writing and presentation skills

- Bachelor's Degree

P33 utilizes the Microsoft Office Suite. All applicants must have a strong proficiency in this software

Equal Opportunity Employer

P33 is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need assistance or an accommodation to complete this application due to a disability, you may contact us at [hiring@P33.com](mailto: hiring@P33.com).