



## Sales and Marketing Assistant (80-100%)

Location: Toronto

Founded in 2000, Emerald is a pioneer in open innovation, providing multi-national corporations with rich deal flow and insight in the sectors and markets of tomorrow. We manage and advise assets of over €1 billion from our offices in Zurich, Toronto and Singapore. We are dedicated to tackling big challenges in climate change and sustainability via over 600 venture transactions supporting over 200 start-ups and five third-party investment mandates, including loan guarantees to over 100 start-ups.

We are looking for an Sales and Marketing Assistant. The role is well suited for someone who is approachable, excels at multi-tasking, likes organizing people and tasks, and pays attention to details.

### Responsibilities

#### Fundraising

Coordinating the Emerald team in the capital raising process to drive fund commitments. Responsibilities include:

- Updating presentations and slide templates used to promote Emerald's funds to existing and prospective clients globally
- Internally project manage fundraising activities from pitch preparation, team pitch presentations, follow-up tasks, and gathering customer documentation
- Use CRM to ensure our key investor contacts are up-to-date and receiving the right communications and follow-up action items and timing are clear
- Coordinate touchpoints with external service providers required in the fundraising process
- Identify and implement opportunities to make our fundraising process more efficient and effective

#### Existing Investors

Coordinate the Emerald investor onboarding and service delivery process

- Coordinate onboarding activities with newly committed investors from documentation gathering, onboarding calls and client communication preferences
- Coordinate the implementation of our in-house KPI tracker for our investors
- Ensure we have up to date contact information for our investors
- Coordinate our investor secondment program

## What you'll need

- Excellent multi-tasking and people coordination skills
- Ability to work in a very organized, efficient and structured way.
- Approachable, helpful and solution oriented to external facing partners and clients
- Excellent attention to details
- Proficient in PowerPoint, Word and Excel and familiarity with CRM tools
- Takes ownership of their work and can deliver tasks in a timely manner

Emerald is committed to being a diverse and inclusive company. We consider diversity and inclusion critical to our long-term success. All qualified applicants will be considered equally without regard to their gender, age, culture, nationality, ethnicity, physical abilities, political and religious beliefs, sexual orientation and other attributes.

If you are attracted by this challenge, please send your application including motivation letter and CV in English to [stephen.marcus@emerald.vc](mailto:stephen.marcus@emerald.vc)

[www.emerald.vc](http://www.emerald.vc)