



**Position: Investment Fellow**

Reports to: Managing Director & Executive Director

FLSA Status: Non-Exempt (Part-Time)

Location: Richmond, VA (Hybrid)

[APPLY HERE](#)

**About Startup Virginia:**

[Startup Virginia](#) (SVA) is a nonprofit, high-growth business incubator and entrepreneurial hub where innovators can learn, collaborate, and grow. Our incubator currently serves 90+ startup companies that are supported by an expansive network of mentors, investors, corporate partners, and donors. SVA provides holistic programming and dynamic workspace to our member community, as well as free entrepreneurial education that is open to all. By helping entrepreneurs reach their full potential, we are driving innovation and strengthening our region’s economy.

**Summary of Position:**

Startup Virginia is seeking a part-time Investment Fellow to help strengthen Central Virginia’s investor ecosystem. This one-year, high-exposure fellowship offers hands-on experience working with angel investors, venture capital firms, family offices, private equity groups, and high-growth startup founders.

The Fellow will collaborate closely with SVA’s Managing Director and Executive Director to build and maintain an investor database, support investor outreach and engagement, and help strengthen capital access pathways for regional startups.

This role is ideal for a recent graduate, graduate student, or early-career professional with a strong interest in venture capital, finance, and entrepreneurship.

**Responsibilities:**

**Investor Network Development:**

- Build, maintain, and actively manage a centralized investor database (CRM) that enables SVA to identify strong investor–startup matches and manage ongoing communication. This system should serve as a long-term resource for SVA to update and utilize beyond the fellowship period.
- Conduct research to identify and track new potential investors and funds aligned with SVA’s startup portfolio.
- Analyze investor data and activity within the CRM to surface insights and opportunities that inform outreach and engagement strategies.

**Relationship Building & Outreach:**



- Support SVA leadership in investor engagement, including outreach, follow-up communication, and scheduling.
- When working in person, represent SVA at local and regional investor or startup events to expand relationships and visibility.
- Help prepare and share startup deal summaries and investor materials in clear, professional formats.

**Resource Development:**

- Develop tools, templates, and materials that help founders navigate investor engagement and investors
- Contribute to building scalable systems and processes, including the investor database and related communication tools, that strengthen SVA's long-term investor relations infrastructure.

**Event & Program Support:**

- Assist with planning and executing investor-facing events, roundtables, and founder–investor sessions.
- Participate in investor meetings, pitch sessions, and conferences (costs covered) to support network growth and learning.

**Qualifications:**

- Recent graduate, graduate student, or early-career professional (0-2 years out of school).
- Strong interest in venture capital, finance, private equity, and startup ecosystems.
- Excellent organizational, analytical, and research skills.
- Comfortable engaging professionally with investors, founders, and business leaders.
- Experience with CRM or database management is a plus (or eagerness to learn).
- Self-starter with strong communication skills, attention to detail, and consistent follow-through.

**Fellowship Details:**

- Compensation: up to a \$30,000 annual stipend, commensurate with time availability
- Schedule: Part-time, flexible structure that can accommodate professional or academic commitments.
- Duration: One-year fellowship (with flexibility for a slightly shorter term based on candidate availability).
- Location: Hybrid/primarily remote, with occasional in-person time in Richmond, VA, and limited travel to regional investor events or conferences; the fellowship structure can flex to support a graduate student's academic year and expanded summer availability..

**Core Objectives for the Fellowship Year:**

- Design, implement, and maintain a functional investor database (CRM) that supports SVA's capital access initiatives and serves as a lasting resource beyond the fellowship



- Expand SVA's investor network through research, strategic outreach, and relationship-building.
- Support investor engagement through coordinated events, communications, and ongoing relationship management.
- Gain hands-on experience and build meaningful connections within Virginia's venture and startup ecosystem.

