



**Organization:** Medical Center of the Americas Foundation (“MCA”)  
**Contract Services:** Fund Manager, MCA Seed Fund

*This is a very rare opportunity to step into a venture capital fund management role with the support of The Medical Center of the Americas Foundation and luminaries from around the El Paso region. The ideal candidate is a leader who wants to help shape the future of the El Paso region through investor development, company recruitment, and leading investment decisions in tech startups.*

### **Organizational Overview and Corporate Structure**

The mission of the Medical Center of the Americas Foundation, or the MCA, is to catalyze the life sciences ecosystem in the Paso del Norte region, and to cultivate a dynamic regional biomedical industry and innovation / entrepreneurship ecosystem that competes globally. The MCA also aims to create a world class medical center within the 400-acre Medical Center of the Americas campus that will foster and accelerate biomedical and healthcare innovation, create new employment opportunities and meet the healthcare needs of the region’s current and future citizens. This biomedicine-driven economic growth mission will be accomplished through a series of strategic activities involving both physical infrastructure and programmatic initiatives focused on discovery, development and deployment building blocks to harness and grow regional assets consisting of biomedical and healthcare research, innovation and product development, distinctive clinical trials capability, adaptive workforce and logistics and manufacturing capabilities that can accommodate biomedical business environments.

In late 2019, the Medical Center of the Americas Foundation received an EDA Seed Fund grant to plan and launch a seed fund for the El Paso region. This seed fund grant followed the award of the 2019 EDA i6 Challenge Grant that has been supporting the MCA’s Innovation Center that works out of the MCA’s Cardwell Collaborative biomedical incubator. We are currently in the process of creating that seed fund, which will initially be based out of the MCA Foundation. We are looking for a Fund manager that will play a critical role in the planning, launch, implementation, and management of the fund.

### **Fund Manager Role**

The Fund Manager will organize and manage the fund, drive awareness, employ a data and network driven approach to identifying emerging companies in areas of thematic, geographic and strategic relevance, actively qualify and evaluate opportunities on both their investment and strategic merits, contribute to the end-to-end investment process (including: research, deal screening, due diligence, financial modeling/valuation, transaction execution and post-investment monitoring, including investor reporting), and support investor recruitment, retention and training.

The Fund Manager will play a meaningful role in building MCA’s capabilities and reputation as a strategic funding partner while ensuring the fund has the right processes, resources, investor visibility, and fund infrastructure in place to drive successful outcomes and fund results for the investor, MCA and the regional community. It is anticipated that the individual selected for this position would transition from an independent contractor to an employee/partner of the fund once it is operating and funded.



## **Responsibilities**

The Fund Manager will:

- Work with the MCA leadership team and MCA Board Seed Fund Steering Committee to develop fund priorities, fund structure, and fund strategy and governance
- Lead investor relations and fundraising/marketing activities, with support from the MCA staff, board, and community
- Identify, research, and evaluate seed/startup opportunities for potential investment and/or strategic leverage
- Manage deal screening and due diligence processes, including the coordination of internal stakeholders and third-party advisors and the compilation of findings to build investment proposal/recommendations for senior leadership, investment committee, and investor review
- Analyze the pro forma implications of investment transactions on the fund's growth trajectory, business mix and ROI
- Lead in the evaluation of capital allocation decisions with fund leadership team and investment committee
- Evaluate investment opportunities and manage the negotiation of potential investments
- Participate with the MCA Innovation Center in support of, and advice to, funding companies, including, as necessary, service on Boards and management committees
- Leverage and expand MCA network of relevant relationships to include VCs, bankers, industry authorities/organizations and others to efficiently identify and originate startup and early-stage companies
- Leverage network of VCs, angel groups, consultants, and other industry advisors to gain insight into market dynamics and identify growth opportunities
- Communicate and collaborate with teams across all functional areas of the MCA organization
- Support additional strategic and growth-related projects as needed

## **Qualifications**

- 5-10 years' experience preferably in some combination of consulting, startup, private equity, or venture capital organizations, ideally with healthcare and technology experience (software, medical device, industrial automation, logistics, IT, healthcare, etc.)
- Bachelor's degree; MBA or advanced degree preferred
- Effective and persuasive communication skills – both written and verbal
- Attention to detail and the ability to manage multiple projects simultaneously and meet deadlines
- Ability to manage investment process from opportunity identification to transaction execution
- Exposure to equity investing within the startup/VC ecosystem with experience in fund management and fiscal matters
- Leadership experience with high-growth startup companies that successfully raised post-seed equity rounds



- A proven record of successful deal making and/or driving accretive transactions
- Technical know-how to structure and negotiate commercial transaction deal terms
- High financial acumen and deep financial analytical skills
- Ability to quickly analyze and value target opportunities
- Established fund relationship network and ability to originate deals high-quality investment opportunities

Materials Required:

- Sample investment memo and/or track record
- Resume
- Names and contact information for three references from startup founders or investors (angels or VCs). (Note, by providing this information, you are giving MCA permission to contact these people to discuss your past performance.)

To apply, email the required materials to Nancy Lowery, Director of Innovation, at [nancy@MCAmericas.org](mailto:nancy@MCAmericas.org).