



## **Administrative & Special Projects Associate**

Rev1 Ventures is the investor startup studio that combines capital and strategic services to help startups scale and corporates innovate. Based in the Midwest, and in a top city for scaling startups, Rev1 aligns innovators and founders with corporate and research partners to access customers and markets, helping entrepreneurs build great companies. Rev1 has been recognized as among the most active seed investors in the U.S. by PitchBook. Six core values drive all of Rev1's work: Entrepreneur Focused, Ingrained Inclusion, Integrity, Collaboration, Persistent Curiosity, and Impact Driven.

The successful Administrative & Special Projects Associate is a key connector across the team – a polished communicator and project manager who is organized, detail-oriented, and comfortable working with diverse teams across a myriad of projects and timelines. Reporting to the COO, this team member will directly assist with administrative support for two members of our senior leadership team, including managing appointments and stakeholder communications. This team member will also work cross-functionally to support the planning and implementation of important Rev1 programs and events, supporting the Marketing, Entrepreneur Programs and Corporate Partner teams.

### **What You'll Do:**

- Provide direct administrative support for two senior leaders, including coordinating calendars, scheduling meetings, managing correspondence, arranging travel, and reconciling expenses.
- Support meeting preparation, including coordinating space, equipment needs, and managing communication for programs, including Corporate sponsorships, Learning Labs, Community and Corporate partner events.
- Assist the Marketing team in producing Rev1 signature events, including logistics and client communications for our annual Innovation Hop, Corporate Innovation showcases, and Corporate pitch events.
- Support various other special projects across the Marketing, Entrepreneur and Talent, and Corporate Partner programs.

### **What You'll Bring:**

- Excellent relationship management skills and experience providing complex, confidential administrative support in a high-profile environment, including the ability to tactfully engage with internal and external stakeholders at all levels.
- 3+ years senior-level administrative experience which included detailed project management expertise; Bachelor's degree preferred.
- Excellent organizational and communicational skills, tact, poise, leadership qualities, and the ability to take independent action while maintaining a strong work ethic and attention to detail.
- Strong technical proficiency is required, including expert knowledge of Microsoft Office; i.e., Excel, Word, PowerPoint, Outlook, Keynote and other Internet tools, software applications, databases and systems used by the company as needed.
- Comfortable working on a diverse team: we believe that gender, racial, ethnic, and cultural diversity are key elements in startup success, and we foster this belief on our own team as well.
- Collaborative, entrepreneurial spirit: (1) willing to explore new ways to approach problems and opportunities in ways others haven't explored; (2) optimistic; (3) always seeking how to improve any process; (4) understands risk mitigation; and (5) focused on outcomes.

**What's In It For You:**

- Competitive compensation package comprising base salary plus performance-based variable compensation
- Collaborative work environment
- Generous paid time off
- 401(k) with matching
- Health, dental, vision benefits
- Schedule: Full-time
- Location: Rev1 Ventures - Columbus, Ohio
- Travel 0-5%

As an equal opportunity employer, Rev1 Ventures does not discriminate in hiring or terms and conditions of employment because of an individual's race, color, religion, gender, national origin, age, disability, sexual orientation, or marital status.

**If interested, please send your resume to [careers@rev1ventures.com](mailto:careers@rev1ventures.com).**