

## **7wireVentures – Director of Investor Relations Job Description**

**Job Title:** Director of Investor Relations

**Location:** Chicago, IL or Opportunity for Remote Employment

### **Role Summary:**

7wireVentures (“7wire”) is seeking a Director of Investor Relations to join our team. This role is an invaluable opportunity to become immersed in the digital health ecosystem, interface with 7wireVentures’ extensive and growing Limited Partner (LP) base and build relationships with prospective investors. Additionally, the role will be a critical leader that is responsible for growing and establishing successful partnerships between the firm, the portfolio, and the **Connected Consumer Health Coalition** – a group of 7wireVenture’s Strategic Limited Partners that includes Atlantic Health System, Cigna, GuideWell, Memorial Hermann Health System, Rush University System for Health, Spectrum Health, and more.

With the successful raise of two institutional funds, this opportunity is about facilitating deep relationships with existing Strategic and financial Limited Partners and also, working with the team to build ongoing relationships with prospective investors to ensure successful future fundraising processes. We are looking for candidates that have a passion for healthcare and entrepreneurship, are process driven, exhibit strong organizational capabilities, bring exceptional oral and written communication skills, and have prior experience partnering with investors or consulting with leadership teams at large preeminent institutions.

Please note, while this is not an investment position, we work very closely as a team and will highly value this individual’s input and perspective.

### **Responsibilities Will Include:**

#### **Successfully manage ongoing relationships with 7wireVentures Limited Partners (LPs)**

- Maintain ongoing communication through both a formalized cadence and opportunistically with 7wireVentures LPs
- Identify opportunities to deepen LP relationships by scheduling strategic partnership meetings and coordinating thought leadership events
- Manage and prepare materials for monthly and quarterly meetings with select LPs
- Manage the process and help prepare related content, materials, and events related needs for the Annual LP Meeting
- Prepare quarterly reports and respond to ongoing Limited Partner requests for information and data

#### **Lead Communication and Facilitate Cross-Collaboration between the portfolio, *Connected Consumer Health Coalition*, and the broader 7wireVentures firm ecosystem**

- Work alongside the investment team to establish relationships with payer, health system, employer, and pharmaceutical organizations
- Identify and facilitate collaboration opportunities across the **Connected Consumer Health Coalition**, broader healthcare institutions in the 7wireVentures network, and the 7wireVentures portfolio

- Manage all 7wireVentures Strategic Limited Partner events including the quarterly Strategic Limited Partner meetings, select monthly meetings, and ongoing strategic discussions

**Spearhead 7wireVentures fundraising initiatives and build the firm's Limited Partner prospecting strategy**

- Build the playbook for identifying and cultivating prospective Limited Partner relationships at scale
- Manage the pipeline of prospective Limited Partners and coordinate ongoing communication with the investment team and target firms to ensure thoughtful engagement
- Ensure future fundraises are completed efficiently by designing the strategy and managing all related processes
- Organize fundraising data rooms, prepare due diligence materials, respond to investor diligence requests, and create ad hoc materials for fundraising meetings when needed
- Manage onboarding of Limited Partners including completion of legal documentation and compliance requirements
- Assist in creating external marketing collateral that clearly communicates 7wireVentures value proposition and investment strategy in partnership with our Director of Communications

**Required Skills and Experience:**

- At least 7+ years of relevant experience, with prior work in investor relations. Previous venture capital or private equity experience is strongly preferred.
- Experience leading meetings and engaging with senior leadership at prominent institutions
- Strong relationship building skills
- Demonstrated ability to create and execute on new processes in an organized and efficient manner
- Strong oral and written communication skills with ability to tailor a message for a specific audience
- Strong research, analytical, and financial modeling skills
- Committed work ethic and able to envision, prioritize, and complete parallel projects without requiring hands-on guidance in a fast-paced, fluid environment
- Strong time and project management skills

**About 7wireVentures**

7wireVentures is one of the country's leading venture capital firms investing in early-stage digital health companies supporting an "Informed Connected Health Consumer" - the epicenter of a consumer-first, tech-enabled convergence of the health and care markets. Fund successes, such as founding Livongo, are due in large part because the team includes both seasoned operators and investors with extensive industry experience. Being highly selective with investments, the fund works side-by-side with founders to build companies that change the status quo and empower consumers to be better stewards of their health. As company builders, the 7wire team has assumed highly involved roles, in some cases, even pursuing a Hatch strategy to start promising new ventures. Visit [www.7wireventures.com](http://www.7wireventures.com) to learn more.

To apply please email a resume to Rachel Stillman at [rachel@7wireventures.com](mailto:rachel@7wireventures.com).