

About Transpose

Transpose Platform is a global early-stage investment firm based in the US that backs exceptional founders and the venture ecosystems around them. We invest directly in companies at formation and pre-seed, and we invest in venture funds and platforms that consistently produce top founders. Our work sits at the intersection of company building, capital allocation, and ecosystem development, giving us early, repeat access to emerging talent and ideas. We operate globally, working closely with founders coming out of leading technical programs, research labs, and accelerators. We are a small, ambitious team that enjoys working early, thinking long-term, and helping build companies from the very beginning.

Role Overview

Our client is a US based Investment firm, seeking an Investment Associate with approximately 2-3 years of relevant experience to support both the investment team and investor-facing activities. This role sits at the intersection of deal execution and LP engagement and is ideal for someone who enjoys analytical rigor, relationship management, and building scalable processes in a growing venture platform.

The Associate will contribute to sourcing and diligence for new investments while also supporting fundraising, LP communications, and ongoing investor reporting.

Key Responsibilities

Investment Responsibilities

- Support deal sourcing through market research, founder outreach, and inbound screening
- Conduct diligence on prospective investments, including market analysis, competitive landscape, and financial modeling
- Assist with investment memos, IC materials, and post-investment monitoring
- Track portfolio performance metrics and support quarterly portfolio reviews
- Maintain deal pipeline systems
- Support partner-led negotiations and transaction execution as needed
- Pre-meeting research and prep
- Portfolio Research

Investor Relations Responsibilities

- Assist with fundraising efforts, including pitch materials, data room materials, and LP diligence requests

- Prepare and distribute quarterly investor newsletters and performance summaries
- Annual meeting support for event in San Francisco and Japan
- Ad hoc LP updates and webinars
- Ensure compliance with fund reporting and disclosure obligations
- Create dashboards

Qualifications

- CFA charter holder or CFA candidate (Level II/III preferred), with a postgraduate degree in Finance, Economics, Business, or a related field from a reputable foreign University or a well-recognized local institution such as LUMS, IBA, GIKI, or other highly reputed University.
- 2-3 years of experience in venture capital, private equity, investment firms, fund operations, asset management companies along with exposure to investor relations
- Strong analytical skills with experience in market research and financial analysis
- Excellent written and verbal communication skills, especially with external stakeholders
- High attention to detail and ability to manage multiple priorities simultaneously
- Strong organizational skills and comfort working in a fast-paced environment
- Proficiency with Excel/Google Sheets, PowerPoint/Google Slides, and CRM tools.
- Proficiency in Gemini, ChatGPT, Claude, and similar AI tools.

Preferred Qualifications

- Prior exposure to VC fund operations or LP reporting
- Experience supporting fundraising processes
- Familiarity with early-stage venture metrics and portfolio tracking
- Experience working with international or institutional investors

Remuneration & Benefits

- The position starts with a 6-month probation & trial period with the intent to become a permanent, full-time employee, depending on employee performance.
- Compensation: Very attractive package during probation period
- The company will provide an attractive remuneration package, to be revised upon confirmation as permanent employee.