



Entrepreneur Programs Intern

Rev1 is committed to helping entrepreneurs build great companies. The Entrepreneur Programs Intern will assist as the first touch point for the more than 500 entrepreneurs who reach out to Rev1 Ventures each year, helping to quickly connect them to the startup resources available at Rev1 and the broader Central Ohio community. Reporting to the Entrepreneur Engagement Manager, the successful candidate will be an excellent communicator, passionate about entrepreneurship, and a natural “connector” – someone who thrives in a fast-paced, customer-facing role. Additionally, the ideal candidate will be in their junior or senior year of college and interested in continuing to grow within Rev1, should the right opportunity become available.

Responsibilities:

- Capture, collect, and assess entrepreneur opportunities. The ideal candidate will be comfortable entering/managing data and tracking activities within our CRM (salesforce.com), including handling inquiries from web, email, phone and in-person visits.
- Serve as an early point of contact for entrepreneurs looking to Rev1 Ventures for support. Will quickly vet and set calls or in-person meetings with the Entrepreneur Engagement Manager and Senior Rev1 Advisors – OR (if Rev1 services are not a fit for the entrepreneur) – refer to targeted community partners.
- Provide logistical support for Rev1’s portfolio engagement activities including Learning Labs, workshops, events, and more.
- Participate in special projects, events and communications to support the strategic goals of Rev1.

Skills and Experience:

- Pursuing a degree in Business, Marketing/Communications or equivalent. Experience in a high-touch, customer-facing role is ideal.
- Great communicator. Highly professional at all times with excellent verbal, written and presentation skills. Has the maturity and common sense to listen well, advise, demonstrate and mentor.
- Entrepreneurial. Understands and appreciates the stress and concerns entrepreneurs face. Experience working within an early-stage company a plus.
- Team-oriented. Comfortable working in cross-functional teams and can lead, collaborate with and direct others. This position requires significant creativity, judgment and latitude in accomplishing established objectives.
- Flexible. Able to learn quickly to fill personal knowledge gaps and gain a broad business understanding, and willing to work with a variety of companies, partners,



and projects. May need to attend and/or participate in programs/events that may occur on nights/weekends.

- DIY. Comfortable taking the lead and managing a process from start to production and delivery, leveraging internal and external team connections. Is willing to self-educate in fields that are outside personal experience.
- Accountable. Rev1 is a data-driven organization and overall team success requires individual responsibility to identify, document and report consistently and accurately on specific objectives and outcomes.

What's in it for you:

- Collaborative work environment
- Access to the hottest tech startups and trends
- Work directly with experienced entrepreneurial-focused and venture capital professionals
- Gain professional development, project management, and leadership skills
- Competitive hourly compensation
- Gain first-hand startup industry knowledge
- Broaden your professional network

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.

To apply, please submit your resume to Pete Georgeff, Entrepreneur Engagement Manager, at pete@rev1ventures.com.