



## **Request for Quote (RFQ): Venture Coordinator**

**Position:** Venture Coordinator (Independent Contractor, 1099 Basis)

**Location:** On-site (Oregon UAS Accelerator, Pendleton, Oregon)

**Contract Term:** Until September 30, 2024, with the potential for an extension

**Industry:** Aerospace & Defense Technology Investment and Strategics

### **Role Overview:**

This RFQ aims to find the best candidate who can bring their existing network of startup investors and strategic partners from the aerospace and defense industry to support our cohort members in the Oregon UAS Accelerator program. This program culminates with the Pendleton Investor Roundup on September 10, 2024. The Venture Coordinator (VC) will be responsible for utilizing their existing network of investors and strategic contacts and cultivating new ones to participate in this event.

As a Venture Coordinator, you will engage with your existing investor and strategic network (book of business), manage strategic pitch events, and build a comprehensive contacts database. This remote, independent contractor position requires occasional travel to Pendleton, Oregon, for mission-critical meetings and events.

### **Key Responsibilities:**

- Engage with investors and strategically specialize in early-stage to Series A aerospace and defense technology startups.
- Leverage an existing network of aerospace and defense investors and strategic partners.
- Organize and execute pitch events tailored to the sector's investment interests.
- Support startups in refining pitches to align with investor expectations and industry standards.
- Build and maintain a detailed investor database for effective communication and management.
- Report on investor activities and provide market insights to the management team.

### **Qualifications:**

- Strong and established investor relations or business development background within technology sectors, particularly aerospace and defense.



- Extensive network of established investor contacts and experience with funding early-stage to Series A startups.
- Bachelor's degree in business or a related field from a reputable university.
- Excellent planning, communication, and negotiation skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Independent worker with a drive to achieve strategic objectives.
- Ability to travel as needed for critical events and meetings.

**Contract Details:**

- \$70 per hour, 10 hours per week, with a cap of 42 monthly hours.

**Application Process:** Please send your RFQ email to [jobs@oregonuas.org](mailto:jobs@oregonuas.org) and [chris@oregonuas.org](mailto:chris@oregonuas.org) with the subject line "RFQ for Venture Coordinator."

We look forward to welcoming a dedicated Venture Coordinator to our team. This person will be instrumental in driving the growth of innovative startups in the aerospace and defense sectors using their proven network of aerospace and defense investors and strategics.

**About Us:** Join our nonprofit accelerator, funded by grants from the State of Oregon, dedicated to advancing and accelerating the future of unmanned systems. We connect early-stage to Series A companies with critical financial resources and investment opportunities.

**Scope of Work (SOW): Venture Coordinator:** The Oregon UAS Accelerator will run two groups of 5-7 startups (10-14 total per year) through the program each year, referred to as Cohorts. Each cohort will participate in a 12-week business and investor readiness curriculum and a 12-week government grant funding curriculum. Additionally, the program will provide technical mentorship and the opportunity to engage with and utilize the Pendleton UAS test range. Cohort 1 will start in June and run through the first week of September, while Cohort 2 will begin in March (the following year) and run through June (12 weeks). Each startup will be assigned a mentor who will offer coaching assistance with support from other mentors across various technical and business fields. The Venture Coordinator (VC) role requires an individual with an existing network of investors and strategic partners. The VC will engage these investors and partners, manage pitch events, and build a comprehensive contacts database to support the startups.

**Objectives:**

- 1. Investor Engagement and Database Development**
  - Build and maintain a comprehensive investor database.
  - Engage with investors to build relationships and facilitate funding opportunities.
  - Ensure database accuracy and update investor information regularly.
- 2. Pitch Event Management**
  - Organize and execute pitch events for aerospace and defense technology startups.
  - Assist startups in refining pitches to meet investor expectations.



- Coordinate event logistics, including scheduling and venue arrangements (if applicable).
- 3. **Investor Relations Reporting**
  - Provide regular reports on investor activities and market insights.
  - Collaborate with the management team to develop strategic plans based on investor feedback.

**Deliverables:**

- A detailed and up-to-date investor database.
- Connecting investors and strategics to our startup innovators through live and virtual pitch events.
- Successfully executing at least two major pitch events during the contract period.
- Comprehensive reports on investor engagements and market insights.

This RFQ invites qualified candidates to submit their proposals, highlighting relevant experience, proposed approach, and pricing structure. We seek a proactive, organized professional who drives investor engagement and manages high-impact pitch events to support our accelerator's mission.

**Submission Instructions:** Please submit your proposal, including a cover letter, resume (individual), and a detailed plan outlining your approach to fulfilling this role's key responsibilities and objectives. Proposals should be sent to [jobs@oregonuas.org](mailto:jobs@oregonuas.org) and [chris@oregonuas.org](mailto:chris@oregonuas.org) with the subject line "RFQ Response: Venture Coordinator."

**Deadline for Submissions:** June 30, 2024