



Startup Analyst Associate Job Description

NC IDEA is seeking six talented students with a demonstrated interest in startups and entrepreneurship for a year-long/two-semester engagement (2025 spring and fall semesters). While the program targets first-year MBA students, students in their second year of an MBA and other related graduate programs are welcome to apply.

This program is ideal for graduate students interested in 1) having an investment career with an angel/venture capital firm or 2) entrepreneurs and entrepreneurially minded students looking to enhance their knowledge of the startup landscape in North Carolina and/or gain a better understanding of how young ventures are evaluated by investors.

About NC IDEA

NC IDEA is an independent private, 501(c)(3) foundation whose vision is to help North Carolinians achieve their entrepreneurial ambition to start and grow high potential companies. NC IDEA fosters sustainable economic development with competitive grants and programs for entrepreneurs and funding to strengthen the North Carolina entrepreneurial ecosystem. NC IDEA offers grant funding and support on the principles of diversity, equity, and inclusion (DEI). Learn more at www.ncidea.org.

Role and Responsibilities

Startup Analyst Associates will be involved in evaluating and selecting grant recipients for the [NC IDEA SEED](#) (\$50K) grant program. Since its inception in 2006, NC IDEA SEED has awarded over \$9.7 million to 212 companies across the state.

Throughout the year-long engagement, Startup Analyst Associates can expect to be part of a team reviewing ~300 SEED grant applications (business plans) from growth-oriented startups across North Carolina in business categories such as software, IP-based technologies, medical device/diagnostics, and consumer products. These applications are evaluated through an “investor’s lens,” as the principal goal of NC IDEA SEED is to position companies for further growth and/or funding.

Startup Analyst Associates can expect to assist in the review and evaluation of all SEED grant applications, make recommendations to the team based on due diligence findings, and actively participate in meetings with the NC IDEA staff and its review team of Angel/VC Investors, subject matter experts, and partners from across the state. As the pool of applicants narrows, the Associates may also take on modest coaching and advising roles with the management teams of competitive applicants.

Responsibilities for each semester include:

- Help facilitate the SEED grant cycles by working closely with the Vice President, Grants & Programs, and NC IDEA principals.
- Evaluate SEED grant applications (business plans) and provide feedback to the applicants.

- Attend and actively participate in review meetings (3 each grant cycle), including finalist presentations.
- Conduct due diligence during semi-finalist and final rounds of the SEED grant cycle, including assisting in the final selection of SEED grant recipients.
- Process improvement initiatives as deemed necessary.

Commitment

During the spring and fall semesters, Startup Analyst Associates will work with NC IDEA part-time (approximately 10 hours per week), supporting the SEED grant cycle application process. Associates will receive a stipend of \$1,000 per semester upon successfully completing the above responsibilities. Instead of a stipend, associates may receive class credit for this work and are responsible for making those arrangements with their instructor(s).

Additional Benefits

Startup Analyst Associates are considered valuable members of the NC IDEA team for the duration of the year-long engagement. They are encouraged to participate in grant recipient update meetings, receive staff advice, and connect with NC IDEA's extensive network beyond their time with the Foundation.

For full consideration, please apply by Friday, November 22nd at <https://www.tfaforms.com/5144312>. Additional questions can be directed to programs@ncidea.org.

* NC IDEA Startup Analyst Associates can also apply for NC IDEA's full-time, paid summer Startup Consultant Fellowship to work directly with NC IDEA MICRO and SEED companies.