

FoF Job Descriptions

Internship (In-person/remote)



Fund Description

Hyperedge FoF is a crypto Fund-of-Funds committed to investing in the best people and communities with a strong focus on venture capital funds backed by emerging managers and venture DAOs, to provide long-term, diversified exposure to blockchain innovation.

As an intern, your responsibilities will be grouped based on function group and will include but are not limited to:

Operations

- Maintaining the repository of subscription documents and liaising with third party service providers
- Assisting with coordinating marketing materials for the fund and assisting with edits to the fund deck
- Coordinating SPV set up with fund administrator and collecting relevant documentation from LPs
- Managing capital call timeline and available funds that the fund can deploy into managers
- Helping with other ad-hoc fund operations and projects as needed

Investor Relations

- Identifying the data, information, and/or analysis needed to evaluate incoming fund managers and conduct timely, cost-effective research to support the opportunities to invest in GP/LP positions in those funds
- Conducting due diligence on the fund managers via informational calls, track record analysis, and understanding value-add considerations
- Drafting investment memos and present to the investment team on your findings
- Engaging and supporting manager and LP communications on the deal flow and SPV side
- Staying on top of manager and LP communication requests

Fundraising

- Reaching out to potential LPs (family offices/HNW/institutions)
- Pitching the fund to investors and having an intimate understanding of the fund structure
- Answering LP questions regarding the investment vehicle and ensure timely communication and follow up
- Attending summits and conferences to actively market the Hyperedge Crypto brand and meet new contacts

Requirements

- Experience in an operations/business development related field
- Strong Excel and PowerPoint skills
- Excellent communication and interpersonal skills
- Having a heightened attention to detail
- Ability to work with confidential and sensitive information
- Experience in the crypto & blockchain space highly preferred

Application

- Send us your website or portfolio if applicable

If you are interested, please send your resume with the subject line of “[Fund of Funds <Functional Group> Application] Name-School-Major-Graduation Year” to talent@hyperedge.capital