



MetaProp NYC
18 West 21st Street, 4th floor
New York, NY 10010
metaprop.org

MetaProp NYC Associate Job Description

The Opportunity

We sit at the intersection of real estate and new technology. This is the biggest opportunity in real estate in 60+ years. We are truly changing the world. Now that we've poured the building's foundation and completed the core, we are looking for a top performer to help us finish building the best skyscraper in history.

About MetaProp NYC

MetaProp is the world's premier real estate technology ("RETech" or "PropTech") nexus. The MetaProp NYC real estate technology accelerator is the leading growth program for early stage companies and is based in the heart of Silicon Alley. MetaProp NYC's team and strategic seed stage funds have invested in 60+ technology companies across the full real estate value chain that have raised more than \$2 billion and employ over 1,500 people globally. MetaProp Advisors provides strategic advice, growth consulting, event management and market research for real estate companies that are serious about innovation.

Why You Want This

- Quickly make an impact and see the fruits of your labor
- Join the industry's #1 venture capital, startup accelerator and international advisory business
- Tackle new opportunities, learn every day, push your career in new directions
- Earn compensation commensurate with your efforts and value added
- Flatiron/Chelsea office location

The Job

This is not a just a job, it's a path to join a partnership of five of the top minds in our space. You will roll up your sleeves and get things done but you will also have a seat at the highest strategic table. This is a perfect outlet for your entrepreneurial experiences and aspirations. Most importantly, this is not about what you have done previously in your career but rather what we do together in the future.

The Associate is a hands-on role, primarily responsible for growing MetaProp NYC's brand as the global nexus of real estate technology. This role is a unique opportunity for an entrepreneurial-minded, "get stuff done" individual to get in on the ground floor and quickly grow into a leadership role in our organization. The Associate will work hand-in-hand with MetaProp partners to quickly build our three primary business lines: the MetaProp NYC accelerator, MPNYC venture funds, and MetaProp Advisors.

About You

- You have an undergraduate degree from a top tier university
- You worked for 1 - 3 years in investment banking, consulting, marketing or a similar field or for at least 2 years as an entrepreneur
- You are a killer project manager who is disciplined, consistent and not afraid of spreadsheets and data
- Experience with professional business writing and web/presentation design (Photoshop, Illustrator, etc.)
- You love accountability and you want to lead others
- You have exceptional verbal/written communication skills
- You have had exposure to start-ups and entrepreneurial environments

- You want a fair base salary with tremendous bonus and equity upside potential

Responsibilities/Duties

Investments and Research

- Deal sourcing, diligence and investment process management
- Portfolio analysis
- Industry research
- Engagement in global real estate and property technology communities

Marketing

- Marketing strategy and execution
- Develop and execute marketing strategy for MetaProp NYC businesses, including but not limited to: website management, email marketing, content marketing, social media
- Grow MetaProp NYC's leading real estate technology community of partners, investors, mentors, startup entrepreneurs, media and enthusiasts
- Produce industry reports, proprietary research, blog content and other pieces (ex: videos or webinars) to establish thought leadership
- Create marketing assets, and coordinate with design, development and production professionals where necessary to supplement
- Collaborate with MetaProp Advisors on media relations

Program and event management

- Develop ideas and programming to improve MetaProp NYC's standing in the RETech community in NYC and beyond
- Lead the production, project management and onsite execution of events pertaining to the accelerator, fund and advisory businesses.
- Represent MetaProp NYC businesses at industry events
- Work with MetaProp NYC founders to secure speaking engagements for on panels, forums and corporate management meetings
- Secure sponsors for space, food and other cost offsets for events

Operations

- Lead and actively manage all aspects of (and participants selected into) MetaProp NYC internship programs
- Build out and manage organizational infrastructure as needed HR, payroll, office management, vendor management, regular internal key performance indicator reporting.
- Scheduling and communications support for MetaProp NYC founding team
- Other tasks as directed by Managing Director

Compensation

- Salary: \$50,000 - \$65,000 per year
- Equity: Profits interest in MetaProp NYC