



Portfolio Management Analyst/Associate

Full-time (APAC Remote)

Company Description

OP Ventures Fund I is a \$50mm+ venture fund dedicated to supporting early stage (pre-seed and seed) projects across the Web 3.0 space, including DeFi, Metaverse/GameFi, DAOs, and infrastructure layers. We're backed by top tier institutional players such as Huobi, Bybit, Galaxy Vision Hill, Digital Currency Group, and Republic, in addition to many notable crypto-native angels. The team has extensive experience in the crypto space as both investors and power users.

OP Crypto has also launched OP FOF I to make strategic investments in emerging venture fund managers with specialized vertical or geographical expertise. OP FOF I is backed by Ledgerprime and Mirana and is the first crypto venture fund of funds exclusively focused on investing in emerging managers on a global-scale.

Responsibilities

- Support portfolio companies and founders on various functional support areas, including hiring, GTM, finance, and product development
- Maintain internal meeting notes and records of portfolio companies latest developments needs
- Advise project on GTM strategies and execute GTM plans including prepare news articles, community building, KOL and media relations
- Track token vesting and listing schedule and liaison with Fund Admin on monthly holdings reporting
- Work with data using Excel/SQL/Python/etc to form analyses and explain them in charts and other data visualizations that are digestible
- Maintain and build relationship with builder communities, service providers (news agency, KOLs, exchanges etc)
- Ability and willingness to travel extensively in several Asia countries including China, Singapore, Vietnam, etc
- Report in a clear, concise and result driven manner directly to the Head of Platform

Qualifications

- Undergraduate degree or above with 0-4 years of experience; professional proficiency in English is a must
- Prior experience on web3 go-to-market and user growth is a must
- Solid understanding of crypto-economics and blockchain technologies
- Prior venture capital, consulting, or business development experience preferred
- Ability to swiftly understand complex topics and work independently in a fast-paced environment
- Capable of working with data using Excel, SQL or Python
- Willingness and enthusiasm to learn new topics and be dynamic in a rapidly evolving space

Application

If you are interested, please send your resume with subject line of "OP Crypto APAC Portfolio Management - [Your Name]" to career@opcrypto.vc