

Investment Operations & Portfolio Management Lead – UCeed

Innovate Calgary

CALGARY, ALBERTA

How to Apply: email your resume and cover letter to hr@innovatecalgary.com with **Investment Operations & Portfolio Management Lead** as the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Application Closing Date: **Open until filled**

About UCeed Funds

UCeed is the University of Calgary's \$30M group of startup investment funds which is managed by a small team of professionals at Innovate Calgary. Since its inception in 2020, UCeed has become one of Alberta's and Canada's most active early-stage investors and is a recognized leader in technology-based pre-seed investing. In addition to sourcing, selecting, investing and portfolio activities, the UCeed group is responsible for overseeing the development, selection, and divestment of investments.

About Innovate Calgary

Innovate Calgary is a wholly owned subsidiary of the University of Calgary, supporting the University, its members and partners bridge the gap between discovery and creating economic and societal impact. We provide a unique environment for employees combining a flexible working environment with significant exposure to the breadth of Calgary's and UCalgary's growing innovation and entrepreneurial ecosystems.

About the Role

The Investment Operations & Portfolio Management Lead will support UCeed's venture investment portfolio and Innovate Calgary's Technology Transfer Office portfolio. Reporting to the Executive Director, UCeed Funds, this role is responsible for investment operations, and governance oversight of early-stage venture investments across a large and diverse portfolio. The incumbent will ensure investments are executed efficiently and accurately, portfolio obligations are expediently attended to while governance and conflict management standards are upheld— enabling the investment team to focus on sound decision making

Key Accountabilities:

Investment Legal Operations & Transaction Support

- Manage the legal and operational workflow for approximately 20-25 new investments per year, including SAFEs, Convertible Notes, KISS agreements, and priced equity rounds
- Prepare, review, and coordinate investment documentation using standard templates and precedents
- Lead transaction logistics with shareholders, external and internal stakeholders and service providers, including document negotiations, decision making, closing checklists, and fund flow management
- Triage transactions to determine when review, escalation, or sign-off by internal or external legal counsel is required
- Act as the primary liaison with internal and external legal counsel, including:
 - Preparing background materials and issue summaries
 - Coordinating timelines and information flow
 - Managing legal budgets for outsourced matters

- Ensure all transactions proceed to closing with appropriate legal oversight, while not acting as legal signatory or counsel of record

Portfolio Legal Operations & Shareholder Administration

- Provide ongoing operational support across a large, multi-portfolio environment, including:
 - Review and tracking of shareholder communications and annual filings
 - Triage of financing notices, consent requests, and routine shareholder documentation
 - Management and coordination of amendments, extensions, and conversion logistics for SAFEs, notes, and KISS instruments
- Coordinate with internal or external legal counsel on:
 - Shareholder matters requiring legal interpretation
 - Restructurings, conversions, or complex ownership events
- Manage operational aspects of exits and liquidity events, dividend distributions, and conversions or secondary transactions
- Maintain portfolio readiness by ensuring documentation is current, accessible, and auditable

Fund Governance, Risk Oversight & Compliance

- Work with Fund administrators and staff to enforce governance and compliance processes across all portfolios, including:
 - Conflict-of-interest tracking, documentation and escalation pathway
 - Approval authorities
 - Portfolio record-keeping and audit-readiness standards
- Participate in Investment Committee discussions as the governance and risk voice, supporting informed and transparent decision-making

Records, Reporting & Administrative Coordination

- Maintain accurate records of truth for all investment and portfolio documentation
- Lead UCeed in the preparation of quarterly and annual portfolio, governance, and compliance reports
- Work with investment and administrative teams to:
 - Maintain and update standard term sheets and document templates
 - Issue routine contracts and documentation
- Support the establishment of new funds or structures from an operational and governance perspective
- Coordinate with administrative support staff where available, while retaining accountability for accuracy and completeness

Skills & Qualifications:

- The ideal candidate for this role is either:
 - A current or former legal counsel with ~2 years call experience in commercial legal transactions looking to transition away from private practice. A BCom or MBA, in addition to a Juris Doctor in Canada, is preferred. Alternatively, a diverse private corporate commercial experience in law, and an aptitude for investments and portfolio work is a strong asset; or
 - A candidate with about ~2 years of experience as an Analyst/Associate with an investment or venture capital firm, with a bachelors or masters degree in business or finance, with exposure to, or a keen interest in, learning the transactional side of investment operations.
- The ability to manage external, transactional and independent work, balanced with long-term strategy, integration with internal team members, and developing systems based, process oriented work.
- Knowledge of early-stage venture instruments, including SAFEs, Convertible Notes, KISS agreements, Priced equity rounds and shareholder documentation
- Experience in coordinating transactions involving multiple internal and external stakeholders

- Experience and an ability to act as primary liaison with legal and related personnel, ensuring timely communication, alignment and issue resolution
- Understanding of governance, risk, and compliance practices and excellent organizational, project-management, and documentary skills
- Comfort in exercising independent judgment, escalating issues, and ability to translate legal concepts into clear operational guidance

What We Offer

We believe in fair and transparent compensation. We provide a well-rounded and meaningful total compensation package designed to support your wellbeing and long-term success:

- **Salary:** The budgeted starting salary range for this role is \$120,000 to \$130,000 per year, depending on our assessment of your experience and qualifications.
- **Health & Wellness:** Comprehensive, employer-paid benefits including extended health, dental, disability, life insurance, a health spending account, and an employee and family assistance program.
- **Retirement Savings:** A competitive Group RRSP program with employer matching contributions of up to 5% in your first year, increasing to 8% after your first year.
- **Paid Time Off:** Generous paid time off including vacation, sick days, volunteering time, 13 recognized statutory holidays, plus our office closes annually from December 25 to January 1, providing additional paid time off without reducing your vacation balance.
- **Mission-Driven Work:** Join a highly engaged and purpose-driven team. You'll work alongside people who are passionate about supporting research, innovation, and entrepreneurs tackling some of the world's most pressing challenges.

Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.