



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA

GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

Classification C.E.A.	Unit 105	Name
Working Title IBank Venture Specialist	Position Number 373-105-7500-006	Effective Date

GENERAL STATEMENT:

Under the general direction of the Deputy Director – Venture Capital, the IBank Venture Specialist plays a major role in influencing and leading the development, implementation, and evaluation of policies, procedures, and program direction for IBank's Expanding Venture Capital Access Program to meet the goals and objectives of IBank's mission and vision.

The Expanding Venture Capital Access Fund ("Venture Fund") is a program of the California Infrastructure and Economic Development Bank (IBank). The Venture Fund will improve access to venture capital for underrepresented fund managers, entrepreneurs, and regions of California, as well as address climate equity. The inaugural source of funding for Venture Fund is the State Small Business Credit Initiative (SSBCI) authorized by the American Rescue Plan Act of 2021. Though the Venture Fund's initial funding is through the SSBCI 2.0 program, it may later seek other sources of funding.

As a valued member of the IBank team, the IBank Venture Specialist makes it possible for IBank to contribute to the State's economic development and job creation efforts by being innovative and flexible, reporting to work as scheduled, working cooperatively with team members and others, and by treating others fairly, honestly and with respect. The IBank Venture Specialist's efforts are important to each member of the team, as well as those we serve.

ESSENTIAL FUNCTIONS:

40%	Responsible for influencing and leading the development, implementation, and evaluation of policies, processes, and program direction for IBank's Expanding Venture Capital Access Program. Develop, implement, refine and support the Venture Fund investment strategy and process. Perform comprehensive analytical and financial reviews of venture capital investment opportunities to determine if investment characteristics align with the Venture Capital program. Develop, prepare, and present comprehensive investment analyses and recommendations to decision makers, including Executive Management and the IBank Board. Provide expertise to support the resolution of controversial and highly complex matters that arise from administering the comprehensive statewide Venture Capital Program.
25%	Stay abreast of the trends and the evolving venture capital market. Build and develop strategic and strong relationships with market participants to meet, enhance and support the objectives of the Venture Capital program and IBank's mission and vision.
15%	Support the Venture Fund administration and operations. Perform comprehensive analytical and financial reviews, highly sensitive and critical memo development, highly complex research projects, and strategic communication and coordination with service providers.
15%	Lead the development and organization of program compliance requirements and other program requirements and implement strategies to identify and mitigate risk. Provide oversight to ensure the program is in compliance with a myriad of highly complex state and federal laws, rules and regulations. Support and prepare documentation for financial reporting,

	external audits, compliance reviews, and quarterly and annual reports for the U.S. Treasury.
5%	Represent IBank at meetings, public forums, workshops, presentations and conferences, and serve as a representative of IBank to the public, overseeing the marketing strategy and efforts supporting IBank programs.
MARGINAL FUNCTIONS:	
5%	Other duties as assigned

SUPERVISION EXERCISED:

The IBank Venture Specialist is not initially expected to provide direct supervision but may require the ability to supervise staff in the future as the program expands.

SUPERVISION RECEIVED

The IBank Venture Specialist receives general direction from the Deputy Director – Venture Capital. This position has broad latitude in planning, organizing, and accomplishing work independently.

PUBLIC AND INTERNAL CONTACTS

The IBank Venture Specialist has frequent contact with internal staff, other State and local agencies, elected and appointed officials, and representatives of private sector entities, non-profit entities, economic development professionals, and public/private finance professionals throughout the State.

INITIATIVE AND INDEPENDENCE OF ACTION

The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR

Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California and results in negative impacts to the operations and programs administered by the department.

CERTIFICATION

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

EMPLOYEE'S ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

Employee Name (Printed)	Employee Signature	Date
Employee's Title IBank Venture Specialist		

SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor's Name(Printed)	Supervisor's Signature	Date
Supervisor's Title Deputy Director of Venture Capital		