

Associate Job Description

Position Summary:

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.

Responsibilities:

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

Ideal Candidate:

- Undergraduate degree from a top tier university
- Exceptional project management skills and attention to detail
- Experience with professional business writing and web/presentation design (Photoshop, Illustrator, etc.)
- Ability to work independently and in group environments
- 1-2 years experience in startup environment

How to Apply: Please send resume, two professional references, and brief cover letter indicating how your skills and experiences are an excellent fit for the position to jobs@metaprop.org. If you have any questions about the position, please direct inquiries to jobs@metaprop.org.

About MetaProp NYC: MetaProp NYC is the world's premier real estate technology (RETech or PropTech) nexus and RETech accelerator. 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. Each year, the best technology driven real estate industry startups are selected to participate in the 22-week intensive growth program based in New York City. The program culminates in a Demo Day for partners, investors, VCs and media. MetaProp NYC's team and strategic seed stage funds have invested in 60+ technology companies across the real estate value chain. The companies have raised more than \$2 billion and employ over 1,500 people globally. MetaProp Advisors provides strategic advisory services, growth consulting, event management and market research for real estate companies that are serious about innovation.