



WHERE NO STARTUP STANDS ALONE

Position Description

Data Coordinator

We think you'll like it here.

Overview of GAN

What does working at GAN look like?

Creating a culture of happy colleagues is part of GAN's DNA. We want our team to love what they do while working at a place that is growing and moving quickly. Benefits at GAN are a reflection of what matters most: You. We hire based on values and entrepreneurial spirit. Because of this, we have a smart team who has fun, cares for one another, and gets a lot done. You will be joining a team of hard-working, happy, and humble people.

What is GAN?

GAN is a highly-curated community of independent accelerators, partners, and investors. We're obsessed with helping startups all over the world succeed, which is why GAN's mission is to give startups the power to create and grow their businesses, wherever they are. Our community has helped some 10,600 companies receive over \$5.3B USD in funding and create more than 26,700 jobs globally.

GAN was started in 2010 when Brad Feld and David Cohen—the two co-founders of Techstars—had the idea to connect the top mentorship-driven, seed-stage accelerators around the world. Alongside the White House's Startup America Initiative, GAN was launched to align those accelerators and create a community and model for their success. Today, GAN is an independently-operated organization and has more than 100 accelerators in our community, running programs in 120+ cities all over the world. GAN Ventures is our investment arm. And, corporate groups like Comcast, SendGrid, UPS, and Allstate seek to build meaningful relationships with the startups in our community.

What are GAN's Values?

- **Humanity:** We create environments where people are empowered to fulfill who they set out to be.
- **Service:** We try to exhibit a level of selflessness that makes people question our sainthood.
- **Integrity:** We deliver what we say we'll deliver, and are honest early and often when we face challenges.
- **Action:** We get stuff done and continually grow and evolve based on the needs of our community. And then we work to proactively meet those needs.
- **Celebration:** We pop a cork when people reach greater heights. Getting stuff done doesn't mean you're boring.
- **Drive:** We have a deep determination to do whatever is appropriately necessary to support our clients, our colleagues, and ourselves.



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Position Description, Cont'd

Overview of the Role

We're obsessed with getting revenue to startups: If they don't have revenue, they can't survive and thrive for the long-term, which means they won't create jobs and provide valuable products that help make our lives richer and our cities stronger.

If startups are going to thrive everywhere, we need to help create opportunities for them to build powerful businesses, exactly where they are. One of the biggest ways that we do that is through the data that drives the products and services we offer to our community. These products are not only the primary ways we deliver value, but they're also what helps GAN create a unique brand position in the startup ecosystem. That means that the Data Coordinator is a fundamental role for crafting and holding a vision for how GAN's data as it relates to how startups, accelerators, and partners will continue to help us do these things, well into the future.

That said, as Data Coordinator, you will be collecting, maintaining and improving the valuable insights that GAN uses to help deliver on our brand promise.

That currently includes, but is not limited to:

- Global Data Management & Reporting: Taking advantage of our position as a global ecosystem to identify and share industry trends across accelerators, corporate partners, startups and investors. This also includes maintaining touchpoint that provide accurate and up to date data on startups who have graduated from GAN Accelerators over time.
- Deal Flow Sourcing: Sending startup recommendations from early-stage accelerators to later-stage accelerators in our community—in other words, connecting startups to GAN Accelerators and GAN Partners.
- Managing Perks: Identifying, on/off-boarding, and maintaining perks and discounts available to startups in our community through GAN Partners or outside service providers.

To be successful in this role, you'll be a systems person. You'll be energized by building new things, obsessed with details, manage processes like a boss, enjoy making connections, and find joy in operating behind the scenes. You're truly keeping the wheels moving and delivering on many of the products and services our clients request from us and you'll get to touch nearly every part of the business. You won't need your hand held and will constantly deliver work that is excellent.

As the Data Coordinator, you'll help keep GAN's growth going. You'll work closely with GAN's COO, CEO and the other members of the team on new initiatives and key strategic relationships. You don't just execute; you're also a thought leader who can see multiple steps ahead and identify industry trends and key influencers.



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Position Description, Cont'd

Responsibilities

- Craft and hold a vision for the way our data will affect the products we provide for our customers.
- Maintain, improve, and/or build systems and processes, as necessary, to manage company data.
- Continually listen to and work with team members to identify, refine, or create the processes and systems that will produce the data necessary to serve our community.
- Source and manage third-party contract or vendor relationships necessary to implement and maintain new data management systems over time.
- Consistently report the status of existing data sets to the team, sharing any wins or needs you have that would help make systems or products better.

Minimum Qualifications

- You have a Bachelor's degree or equivalent practical experience.
- You have previous experience building, maintaining and improving backend systems that help maintain large sets of data (CRMs like Salesforce or similar, WordPress databases, etc.) and feel really excited by—and comfortable in—spreadsheets.
- You get excited about a position that touches all aspects of the company and have an unbreakable and intrinsic drive to create stellar work that ultimately serves customers really well.
- You care about people and want to be part of a unique team that supports one another.
- You embody GAN's values (see Page 1).
- You have an above-average sense of humor.

Preferred Qualifications

- You have experience in the startup ecosystem or something heavily related to it.
- You have international experience and wouldn't mind doing some travel, including overseas.

To Apply

Please send your resume and LinkedIn profile to jobs@gan.co. Instead of a traditional cover letter, we'd like for you to answer the following questions in one page or less:

- Why did you choose to apply to GAN over other companies, and what about working here interests you the most?
- How did you hear about this position?
- What is one interesting thing you have read recently that resonates with you and why?
- What makes you unique in 150 characters or less?

Unfortunately, candidates with incomplete applications won't be considered for this role.



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Standard Benefits

Great Insurance:

A top-tier insurance plan where the company pays for 100% of your health, vision and dental plan along with a Flexible Spending Account where you can set aside pre-tax money for out-of-pocket medical expenses.

Cell Phone, Parking, & Public

Transportation Reimbursement:

We'll reimburse you for your cell phone, and any parking or public transportation-related costs (paying for an EcoPass).

Snacks:

We'll pay for coffee and snacks from any coffee shop while you are working.

Matching Donations:

When you donate money to a qualified charity, GAN will make a matching gift to that charity on your behalf, up to \$500.

Fitness Allowance:

Use up to a \$50 per month fitness allowance for your gym membership, yoga studio membership, or whatever activity you do to stay healthy.

Professional Development:

Admission and travel costs paid for professional development opportunities, industry meetings, and events.

Time Off:

We have a generous PTO policy, time off for all major holidays, and up to three days off to volunteer in your community every year.

Remote Work:

Work at least one day a week from wherever you want. Whether it's the mountains, your house, a hut... it doesn't matter.

Sabbatical:

Every three years, employees are granted a one-month-long paid sabbatical.

Parental Leave:

Maternity and paternity leave for new parents.

Job Costs:

We pay 100% of the costs for the hardware/software you need to do your job.

Standing Desks:

We provide standing desks to you in our Denver office, if you want one.

A "Holiday Holiday":

We shut down the office every year from Christmas Eve through New Years Day for you to enjoy time with your family or friends.

Reasonable Work Hours:

And while this isn't a formal benefit, we encourage 40-hour work weeks. The startup industry often asks people for regular 60+ hour weeks and regular pushes on weekends. We don't want people working more than 40 hours a week in any sustained fashion. In a crisis or if we have a big project, we may require very short-term, extended hours, but otherwise, we strongly encourage working 40 hours a week and getting eight hours of sleep a night.