



WHERE NO STARTUP STANDS ALONE

Position Description

Special Assistant to the CEO

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're doing while working at a place that's 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'll 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 call home. Our community has helped more than 12,600 companies receive over \$5.3B USD in funding and create more than 26,700 jobs globally.

GAN 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 with more than 110 of the world's best accelerators in our community, running programs in 120+ cities all over the world. GAN Ventures is our investment arm, making seed-stage investments in startups across the globe. And, we have built two parallel communities—GAN Partners, a group of engaged corporate partners that are seeking to build meaningful relationships with GAN Startups everywhere and the Global Startup Studio Network (GSSN), a growing community of startup studios that spans four continents.

What are GAN's Values?

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



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Position Description, Cont'd

Overview of GAN's Special Assistant to the CEO

We're looking for an exceptionally bright, multitasking, and motivated person with a proven history of high performance to support GAN's CEO in Denver, Colorado. It's a 20-25 hour a week job perfect for someone early in their career, with side jobs or with responsibilities outside of work that won't allow you to work 40 hours a week. You will love this role if you're looking to work directly alongside and learn from the CEO or if your ideal job is to support someone in a CEO role.

This role requires outstanding planning, time management and really, really good organizational skills. You will be helping the CEO with all of his requests, which means that superior attention to detail and the ability to meet tight deadlines and juggle multiple requests is critical. Of course, this role requires a high level of integrity and discretion in handling confidential information, and professionalism in dealing with senior executives is imperative. A good sense of humor is a must, as is the ability to be flexible and change direction at a moment's notice.

Additionally, this role will focus heavily on office management, including handling day-to-day operations with a focus on efficiency and time management, employee relations, client on-sites, team events, catering, and meeting coordination. For instance, we love sending gifts to our friends—finding ways to make the people we work with and for feel incredible—so you will be in charge of our gift giving! This individual will be responsible for developing some protocols and systems, streamlining administrative procedures, and helping continue to grow and develop the culture of our office in Denver.

You can probably tell we're looking for an energetic professional who doesn't mind wearing multiple hats.

If you have the ability to work successfully in a team environment and can build effective working relationships inside and outside of a group, you'll do well in this role. The ideal candidate will have experience working in a fast-paced environment, managing multiple, complex calendars, planning and organizing events of all sizes, and coordinating domestic and international travel.



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Position Description, Cont'd

Minimum Qualifications

- Minimum of 3 years' experience providing Executive Assistant support for senior executives in a fast-paced environment, or a demonstrated project management background
- Advanced knowledge of Apple and Google's office products, including Pages and Google Drive, but also some Microsoft products, if you must, like Word, Excel, and PowerPoint
- Experience managing multiple executives' calendars
- Experience with domestic and international travel coordination
- Experience with event planning and space management—we love throwing good parties

Preferred Qualifications

- Positive, proactive, and able to have fun at work and help others do the same
- Grace under pressure (this one is huge), and the ability to switch gears at a moment's notice (CEO calendars change quickly)
- Ability to handle administrative details independently, while exercising good judgment in keeping team members adequately informed
- Ability to utilize sound business judgment
- Truly exceptional written, verbal, and interpersonal communication skills
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- High level of integrity and discretion in handling confidential information and dealing with professionals inside and outside the company

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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GAN Benefits Overview

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: An allowance for coffee and snacks from any coffee shop while you're 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 one day a week from wherever you want. Whether it's the mountains, your house, a hut...it doesn't matter.

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.

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.