

## ABOUT DBL

DBL Partners is a Bay Area-based venture capital firm dedicated to impact investing, with a mission to deliver top-tier financial returns while enabling meaningful social, environmental, and economic benefits—an investment approach known as the "Double Bottom Line. Founded in 2004, DBL has grown into a leader in the impact investing sector, with over \$1 billion in assets under management and early bets in transformative companies such as Tesla, SpaceX, NextTracker, SolarCity, Andela, Chestnut Carbon, Mapbox, Terram Technologies, and Fiber Global. DBL invests in mission-driven founders building the future of impact and sustainability, without compromise. More information can be found at: <http://www.dbl.vc>

## JOB DESCRIPTION (ANALYST):

This is a 2-3 year, non-partner track position based in our Palo Alto, CA office, requiring in-person attendance 5 days a week. The Analyst will work closely with the investment team to support DBL's deal flow pipeline, thought leadership, and day-to-day operations. This role is ideal for a recent college graduate or someone with 1-2 years of work experience who is eager to learn about venture capital in an impact-driven environment.

## KEY RESPONSIBILITIES

Typical responsibilities include:

- **Deal Support and Logging:** Participate in the deal team by logging day-to-day deal flow, assisting with deal screening and due diligence, including market research, and synthesizing information into clear summaries.
- **Thought Leadership and Event Preparation:** Support team members on speaking engagements, event preparation, and web/social media strategy. Requires thoughtful research and analysis of critical policy, regulatory, and industry issues affecting our portfolio companies and focus sectors.
- **Administrative and Project Management:** Handle various administrative tasks to support the team's day-to-day needs in the Palo Alto office; assist with project management for internal initiatives, such as coordinating events, tracking portfolio performance, and improving operational processes.
- **Portfolio Assistance:** Monitor portfolio companies, prepare materials for investment discussions, and contribute to double-bottom-line assessments (balancing impact and financial metrics).
- **Team Collaboration:** Work in a small, diverse team environment, contributing to ad hoc projects

## QUALIFICATIONS:

The ideal candidate will have:

- **Education:** Bachelor's degree (BA or BS)
- **Experience:** Recent graduate or 1-2 years in a professional setting (e.g., internships or full-time experience in finance, consulting, or startups); exposure to VC or impact investing is a plus but not required.
- **Skills:** Excellent writing and presentation creation skills; strong analytical abilities with attention to detail; proficiency in AI tools like ChatGPT and Grok as well as Excel, PowerPoint, and research databases. Ability to synthesize complex information into succinct, accessible points.
- **Personal Attributes:** A "hungry and eager" mindset to learn VC hands-on; Strong interpersonal skills and emotional intelligence (EQ); passion for impact investing; ability to thrive in a collaborative, fast-paced team.
- **Location and Commitment:** Must be based in or willing to relocate to work in Palo Alto, CA, for full-time in-office work (no remote options).

Location: Primarily DBL's Palo Alto office, with occasional time in DBL's San Francisco office

To apply: Please send a cover letter expressing why you are interested in DBL and the role, along with your resume and LinkedIn to [recruiting@dbl.vc](mailto:recruiting@dbl.vc)