



Job Description: Investment Associate

Reports To: Investment Principal with accountability to Managing Partner/General Partners

About Sandpiper Ventures

Sandpiper Ventures is a leading venture capital firm backing high-performing founders building impactful, scalable technology companies. With approximately \$70M in assets under management across a multi-fund platform, we partner with exceptional teams across Canada and support them from early-stage investment through growth with both capital and hands-on strategic support.

The Opportunity

Sandpiper Ventures is seeking a motivated and analytically driven Investment Associate to join our growing investment team. The Associate will play an integral role across the full investment lifecycle — from deal sourcing and due diligence to portfolio management and reporting. This is an outstanding opportunity to work alongside experienced investors, founders, and operators, contribute across multiple funds, and grow with a firm that is scaling its platform and impact. Candidates from a range of professional backgrounds are encouraged to apply; we value financial rigour and sound judgment over any single career path.

Duties & Responsibilities

Investment Process

- Support the due diligence and evaluation of new investment opportunities, including screening pitch decks and conducting founder interviews
- Develop and maintain financial models with multiple scenarios and sensitivities to support investment decision-making, valuations, and forecasting
- Perform market research, competitive analysis, and valuation comps to inform investment recommendations
- Prepare investment memos and present analysis and recommendations to the Investment Committee
- Assist with deal structuring, legal review coordination, and investment execution across multiple active funds
- Analyze financial results, perform variance analysis, identify trends, and make data-driven recommendations
- Maintain up-to-date knowledge of financial instruments, market conditions, and sector trends relevant to Sandpiper's investment thesis



Portfolio Management

- Support ongoing performance evaluation of portfolio companies, including tracking operational and ESG metrics
- Monitor portfolio company financial performance through analysis of results, forecasts, and variances
- Assist portfolio companies on strategy, management, and follow-on funding matters
- Prepare portfolio reports for internal and external stakeholders, including limited partners, across Sandpiper's fund platform

Deal Sourcing & Business Development

- Proactively source new investment opportunities that align with Sandpiper's investment criteria
- Build and maintain relationships with entrepreneurs, co-investors, advisors, accelerators, and the broader tech ecosystem
- Represent Sandpiper at industry conferences, demo days, and community events
- Support the team in all fundraising activities, including investor meetings, documentation, and presentation preparation

General Responsibilities

- Work with an ethos of continuous improvement to strengthen and refine Sandpiper Venture's established investment thesis and support its execution across the portfolio and fund platform
- Identify areas of process improvement within the firm (e.g., diligence workflow, deal sourcing, reporting tools)
- Develop reporting templates and dashboard tools to support multi-fund tracking and LP communications
- Support mission-aligned activities and act as an ambassador for Sandpiper Ventures and its portfolio companies

Skills & Experience Required**Professional Experience & Qualifications**

- 3–4 years of relevant professional experience; we welcome candidates from a range of backgrounds



-
- Strong financial modelling skills — ability to build, stress-test, and clearly communicate models from scratch, including scenario and sensitivity analysis
 - Strong financial acumen with the ability to read and interpret financial statements, assess business risk, and develop informed views on company valuation and performance
 - Excellent research capabilities with a proven ability to synthesize insights from complex or ambiguous information
 - Strong written and verbal communication skills; experience contributing to memos, reports, or investment presentations is an asset
 - AI-native, fluent across modern AI toolchains, rapidly prototypes and “vibe codes” creative solutions, and instinctively rethinks workflows and products through an AI-first lens
 - Familiarity with the Canadian startup ecosystem and early-stage company dynamics is considered an asset

Education

- Bachelor's degree with strong academic standing, preferably in Finance, Business, Economics, Accounting, or a related field
- CA (CPA) or CFA designation is a **strong asset**; CBV or CMA also considered an asset

Personal & Leadership Attributes

- Highly analytical and detail-oriented, with the ability to manage multiple workstreams across funds simultaneously
- Intellectually curious and self-motivated — thrives in a lean, fast-paced environment with limited hierarchy
- Strong team player who builds trust quickly and communicates effectively across all levels
- Entrepreneurial mindset; comfortable with ambiguity and eager to take initiative
- Genuine passion for supporting underrepresented founders and
- Effective at building and maintaining relationships internally and with portfolio founders, co-investors, and LPs

Compensation & Benefits

Sandpiper offers a competitive compensation package designed to attract strong talent and reward long-term contribution. This includes a competitive base, a variable performance bonus, and dedicated support for ongoing professional development.





Sandpiper Ventures is committed to building a diverse and inclusive team. We encourage applications from candidates of all backgrounds.

