

Executive Assistant to an Investment Partner & Chief Commercial Officer

Menlo Park | In Office 5 Days/Week

A respected venture capital firm based in Menlo Park is seeking a top-tier, senior-level Executive Assistant to support an Investment Partner and the Chief Commercial Officer. This is a calendar-intensive role within a collaborative, high-performing firm.

The right candidate understands the pace and priorities of venture capital, including founder meetings, portfolio board cycles, investor relationships, and strategic partnerships, and takes pride in bringing order, clarity, and consistency to a dynamic environment. You will be a trusted partner and an important member of a collaborative, high-performing Executive Assistant team.

Key Responsibilities

- Strategically manage multiple complex calendars, acting as a trusted gatekeeper to prioritize time and align with shifting priorities.
- Manage a high volume of daily email communications requiring action, judgment, and timely follow-up.
- Coordinate and manage high-level meetings with portfolio company founders, limited partners, board members, and other senior external stakeholders.
- Ensure professional, responsive, and detail-oriented communication on behalf of the executives.
- Build and maintain strong working relationships with portfolio company leaders, board members, limited partners, strategic partners, and their executive assistants.
- Coordinate logistics for conferences, board meetings, and industry events.
- Manage expense reporting and reconciliation through Brex with precision and timeliness.
- Coordinate complex domestic and international travel and related meeting logistics.
- Support special projects and strategic initiatives as needed.
- Partner closely with the broader Executive Assistant team to uphold high standards and provide cross-coverage support.

Qualifications

- 7–10 years of experience supporting senior executives.
- Experience supporting senior executives in venture capital, private equity, high-growth technology companies, startups, or similarly fast-paced environments.
- Bachelor's degree required.
- Advanced Outlook proficiency and strong Microsoft Office skills.

Who You Are

You have impeccable organizational skills, laser-sharp focus, and outstanding time management. You exercise sound judgment and discretion, particularly when engaging with founders, board members, limited partners, and other senior external stakeholders. You anticipate needs before they surface, prioritize effectively, and execute with accuracy while managing multiple competing priorities. You remain calm under pressure and value professionalism, partnership, and operating at a consistently high standard.

Competitive salary depending on experience, non-exempt, plus bonus, fully paid healthcare benefits, profit-sharing and more! Ask me for details.