

## Investor Relations Associate

### Description

**Job Title:** Investor Relations Associate

**Location:** London, United Kingdom

**Category:** Distribution

**Job Type:** Permanent

### Job Summary:

Our client, a top-tier Private Equity firm, is seeking an Investor Relations Associate to join their London office. The successful candidate will work closely with the Head of Investor Relations, playing a key role in managing and enhancing relationships with both new and existing investors. This position offers a unique opportunity to be part of a dynamic team within a leading investment firm, providing critical support in communication, reporting, and relationship management with the firm's investor base.

### Responsibilities

#### Key Responsibilities:

- **Client Relationship Management:**
  - Assist in maintaining and developing relationships with existing investors, ensuring their needs are met and queries are addressed promptly.
  - Support the onboarding process for new investors, providing necessary documentation and ensuring a seamless experience.
  - Prepare and distribute regular communication updates, including fund performance reports, newsletters, and market commentary, to keep investors informed.
- **Reporting & Analysis:**
  - Collaborate with the finance and investment teams to gather and analyze data for investor reporting, including quarterly and annual reports.
  - Assist in the preparation of detailed investor presentations and pitchbooks for fundraising, roadshows, and other investor meetings.
  - Monitor and track investor activity, including commitments, distributions, and capital calls, ensuring accurate records are maintained.
- **Fundraising Support:**
  - Support the Head of Investor Relations in fundraising activities, including coordinating roadshows, managing investor due diligence requests, and organizing investor events.
  - Prepare and update marketing materials, including fund overviews, performance summaries, and other collateral used in investor communications.
  - Maintain the firm's CRM system, ensuring that all investor information is up to date and accurately reflects ongoing interactions and communications.

### Hiring organization

Exec Capital

### Employment Type

Full-time

### Beginning of employment

1st October 2024

### Duration of employment

Perm

### Industry

Private Equity

### Job Location

London

### Working Hours

9-5

### Base Salary

£ 75,000 - £ 85,000

### Date posted

August 28, 2024

- **Market Research & Analysis:**

- Conduct research on potential investors, market trends, and competitive landscape to assist in identifying new opportunities for investor engagement.
- Analyze market data to provide insights that can enhance the firm's investor relations strategy and approach.

- **Event Coordination:**

- Assist in the planning and execution of investor events, such as annual general meetings, investor conferences, and bespoke meetings.
- Coordinate logistics for investor meetings, including scheduling, venue selection, and preparation of meeting materials.

- **Compliance & Documentation:**

- Ensure all investor communications and materials comply with regulatory requirements and internal policies.
- Assist in maintaining and organizing investor documentation, ensuring easy access for the Investor Relations team and other stakeholders.

## **Qualifications**

### **Qualifications:**

- Bachelor's degree in Finance, Business, Economics, or a related field.
- A minimum of 2-4 years of experience in investor relations, client services, or a similar role within private equity, asset management, or financial services.
- Strong understanding of financial markets, private equity, and investment products.
- Excellent written and verbal communication skills, with the ability to articulate complex financial information clearly and concisely.
- Proficiency in Microsoft Office Suite, particularly Excel and PowerPoint; experience with CRM systems is a plus.
- High attention to detail, strong organizational skills, and the ability to manage multiple tasks in a fast-paced environment.
- Strong interpersonal skills, with the ability to build and maintain relationships with internal teams and external investors.
- A proactive and results-oriented approach, with the ability to work both independently and as part of a team.

- **Key Competencies:**

- Investor Relations Expertise
- Financial Acumen
- Communication Skills
- Client Relationship Management
- Organizational Skills
- Attention to Detail
- Team Collaboration

## **Job Benefits**

**Compensation:** The role offers a competitive salary of £75,000 – £85,000, along with a comprehensive benefits package, including pension contributions, private healthcare, and opportunities for career development.

## **Contacts**

Exec Capital are leading recruiters for the Private Equity sector.