

## JOB TITLE: ASSOCIATE, ADVISORY

### ROLE OVERVIEW

We are looking for an enthusiastic and hardworking individual to join our London Office as an Associate in our Advisory team. We pride ourselves on our high standards and peerless execution, and this role serves as an excellent opportunity to gain knowledge and exposure by working closely with the GPs and leading on operational elements of the fundraise. The ideal candidate will have a naturally high attention to detail and approach all interactions (both internal and external) with professionalism and maturity.

For key responsibilities, please see the section below. Alongside working for one of the leading private markets advisers in Europe, this role provides a varied day to day schedule and comes with excellent employee benefits (including 23 days of annual leave plus Christmas closure). We are looking for candidates that are organised, self-starting, socially confident and have a real interest in the Private Equity / Placement Agency sector.

### KEY RESPONSIBILITIES

#### PRIMARY RESPONSIBILITIES

- ▶ Supporting senior team members on all aspects of fundraising deal management
- ▶ Managing analysts on transactions
- ▶ Conducting/overseeing analytics into client deal portfolio, track record, team and market opportunity
- ▶ Leading on preparation of marketing materials (e.g., pitchbooks, PPMs, DDQs, case studies)
- ▶ Helping to coordinate and prioritise client fundraising roadshow planning
- ▶ Responding to investor DD questions
- ▶ Helping to address any fundraising challenges
- ▶ Preparing and maintaining fundraising tracking reports
- ▶ Preparing and coordinating delivery of investor briefing notes for clients

#### CLIENT INTERFACE

- ▶ Main point of contact for client on process/operational issues
- ▶ Leadership of GP calls
- ▶ Significant senior client interaction during course of fundraise
- ▶ Develop strong relationships with client peers
- ▶ Develop relationships/credibility with client above peer level

# KEY COMPETENCIES

## GENERAL

- ▶ Strong grounding in finance and the private equity market
- ▶ High level of attention to detail required across all materials
- ▶ High level of organisation skill, ability to multi-task and meet deadlines

## INDUSTRY EXPERIENCE

- ▶ 4 or more years work experience in private capital fundraising
- ▶ Significant hands-on experience in fund raising transactions – in depth knowledge of all aspects of the transaction life cycle and significant experience drafting relevant documents such as PPMs and DDQs
- ▶ Track record of client exposure and impact – having taken the lead with client/counterparty interaction

## COMPETENCIES / ATTRIBUTES

- ▶ Strong English writing skills with ability to produce precise and thoughtful written content
- ▶ Strong numerical and excel skills (modelling experience not necessary)
- ▶ Experience of working in PowerPoint essential

# HOW TO APPLY

- ▶ Please send your CV and covering letter to: [careers@rede-partners.com](mailto:careers@rede-partners.com)

- ▶ [Return to Rede Partners homepage](#)

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