

## JOB TITLE: ANALYST, ADVISORY (US)

### ROLE OVERVIEW

We are looking for an enthusiastic and hardworking individual to join our New York Office as an Analyst in our Advisory team. We pride ourselves on our high standards and peerless execution, and the ideal candidate will have a naturally high attention to detail and approach all interactions (both internal and external) with professionalism and maturity. We are looking for candidates who are organised, self-starting, socially confident and have a real interest in the Private Equity / Placement Agency sector. For key responsibilities, please see the section below.

### KEY RESPONSIBILITIES

#### PRIMARY RESPONSIBILITIES (Not limited to...)

- ▶ Supporting senior team members on all aspects of fundraising deal management
- ▶ Conducting analytics into client deal portfolio, track record, team and market opportunity
- ▶ Helping to prepare 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

- ▶ Attend regular client meetings / conference calls
- ▶ Significant senior client interaction during course of fundraise
- ▶ Develop strong relationships with client peers
- ▶ Develop relationships/credibility with client above peer level

#### ADDITIONAL OPPORTUNITIES WITHIN ROLE

- ▶ Origination support including pitch preparation, GP landscaping, news flow
- ▶ Investor coverage support with opportunity to work closely with relationship managers and gain a better understanding of the LP universe

## EXPERIENCE

- ▶ 1-2 years working in Investment Banking, Investor Relations or Corporate Finance functions
- ▶ Series 79, Series 63 and/or CFA/CAIA preferred

## SKILLS

- ▶ High level of attention to detail required across all materials
- ▶ High level of organisation skill, ability to multi-task and meet deadlines
- ▶ Strong English writing skills with ability to produce precise and thoughtful written content
- ▶ Strong numerical and Excel skills
- ▶ Experience of working in Power Point 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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