Investor Relations Associate

Duties include but are not limited to:

* Primary responsibility for the library of marketing documents for the different Pemberton funds and any other marketing initiatives:
	+ Marketing presentations
	+ General DDQs
	+ Development of marketing material for new funds, strategies or initiatives
	+ In charge of the relevant fund data room ensuring that relevant documents and updated information are present
	+ Work in co-ordination with Pemberton’s Marketing Manager on marketing initiatives such as thought leadership, the website, and Investor Day
* Supporting the asset raising effort and the investor relationship of the business development team:
	+ Primary responsibility for prospective investors’ due diligence processes:
		- Work with the Head of IR, IR Analysts and internal team members to deliver high quality responses to questions from prospective investors in a timely manner
		- Work with IR Analysts to ensure Pemberton’s RFP database is kept up-to-date
		- Maintain Pemberton and market information for use in communications with new and existing investors
	+ Support business development team in the execution of specific mandates and, in particular, Segregated Managed Accounts in coordinating with operations, external legal counsel and any other relevant teams
	+ Maintain CRM system (DealCloud) and create and generate relevant reports
* Assisting the Head of IR in fund launch processes:
	+ Preparing detailed fund launch timelines
	+ Monitoring progress with internal teams to ensure that new funds are launched on a timely basis
	+ Point of contact for marketing third parties (Placement Agents and others) engaged to assist in marketing Pemberton’s funds
* Managing the process for closing investors into Pemberton’s funds:
	+ Interface with prospective investors, internal teams, Fund Legal Counsel, Fund Administrators, and others to close investors into the funds on a timely basis
* Ensuring the timely release of standard and bespoke information provided to investors as regards the performance of the funds on an ongoing basis:
	+ Work with the Head of IR, Portfolio Managers and the Finance team to ensure information provided to investors is high quality and delivered within agreed timeframes:
		- Quarterly performance presentations
		- Quarterly financial reporting
		- Annual investor day presentations
* Working with the IR Analyst to ensure external databases are kept up-to-date with current information regarding Pemberton’s existing funds and funds coming to market.