



Analyst, Investor Relations

Working closely with Pemberton's Head of IR and the Associates within the IR team along with the Business Development team, the responsibilities of the role include:

1. Primary responsibility for the library of marketing documents/databases for one of Pemberton's direct lending strategies:
 - Updating and maintaining standard marketing presentations
 - Maintaining relevant fund data room ensuring that relevant documents and updated information are present
2. Supporting the asset raising effort of the business development team:
 - Primary responsibility for prospective investors' due diligence processes (RFPs/DDQs/RFIs):
 - i. Work with Head of IR and internal team members to deliver high quality responses to questions from prospective investors in a timely manner
 - ii. Help maintain Pemberton's RFP database
3. 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 Finance team to ensure information provided to investors is high quality and delivered within agreed timeframes
 - i. Quarterly performance presentations
 - ii. Quarterly financial reporting
 - iii. Annual investor day presentations
 - Product captain for a specific direct lending strategy - maintaining a loan level database with deep knowledge of the funds and investments to respond to LP queries in an efficient and accurate manner
4. Help with the onboarding 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
5. Ensure external databases are kept up-to-date with current information regarding Pemberton's existing funds and funds coming to market.
6. Working alongside the other Analysts to help with internal reporting and analysis (BD and IR activity, pipelines, board reports)

key skills:

- English (spoken and written)
- Fluency in a second European language - Italian, French, Spanish preferred
- Advanced PowerPoint skills
- Advanced Excel user (modelling experience preferred)

- Advanced Word skills
- Understanding of Preqin, S&P LCD and Salesforce preferred