



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.