



Position: Vice President / Senior Associate, Project Management

Overview

Elm Capital is looking to add to its project management capacity, by hiring a new VP / Senior Associate in its London office. This person will add a further depth to Elm's mandate and client management, mainly in support of their clients' primary fundraisings and, additionally, GP-led secondary market transactions. If you have already developed a credible track record managing primary fundraises, this is an excellent opportunity to build on your experience and specialise within a well-established and successful, growing boutique, supporting the private capital market.

Responsibilities

This VP / Senior Associate will be an experienced and key member of the project management team, leading processes and supporting general partner mandate execution and origination with a focus on primary fundraising. Tasks will include:

- Co-ordinating future mandate pipeline and ongoing dialogue with prospective clients;
- Conducting due diligence on potential clients;
- Developing the fundraising and messaging strategy, co-ordinated with clients;
- Preparation and coordination of fund offering and placement materials, fund presentation decks, and associated documents ;
- Managing the fundraising process, internally liaising closely with the Sales and Distribution team and externally with the client;
- Leading the client relationship and reporting cycle;
- Overseeing all aspects of the fundraising process from conception to conclusion.

Experience

Candidates will need to display around six to eight years' career experience and ideally be currently working in private fund placement. You may alternatively already be in investor relations within a private capital investment platform. Initial career foundations are likely to have been in investment banking, consulting or a comparable domain. The following specific experience, competencies and characteristics will suit this position:

- Particular current exposure to private equity or other private markets advisory, distribution or investment role;
- Excellent financial analysis, sales document production, process management and client advisory skills;
- A strong balance of analytical thinking and relationship-management style;
- Motivation to work in a boutique structure;
- Comprehensive communication skills, crucially in English.

Hiring Process

The full hiring process will be co-ordinated by Toby Ellison, of Argo Navis Ltd. After initial consultations, the best fit and highest potential candidates will be recommended for interview by Elm Capital. That process will encompass a range of meetings across the Elm Capital team, assessing academic and professional career trajectory so far, alongside evaluating potential for success within Elm Capital's platform and client market. All correspondence should be conducted in the first instance through:

Toby Ellison

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