

Senior Associate, Business Development (Sales Support & Private Equity Fundraising)

To apply, please email your resume and any additional information to careers@capdyn.com

Role: **Senior Associate, Business Development (Sales Support & Private Equity Fundraising)**

Location: **London**

Contract Type: **Permanent**

About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including Private equity (primaries, secondaries and direct investments) and Clean Energy.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 15 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

Department Overview:

Capital Dynamics' Business Development team is responsible for the fundraising of every alternative investment product on the global CD platform, across various markets local to our Firm. We work closely with consultants that serve our Institutional LPs and Private Wealth investors. Whether our clients are global multinationals or regional investors, we're committed to creating tailored investment solutions (alongside Investment Management and Product Development & Strategy) based on their goals. We listen, understand their requirements and then work shoulder-to-shoulder with them to design a solution.

Role Purpose:

The Senior Associate, Business Development will work as part of the Capital Dynamics (CD) – Business Development, Sales team supporting capital fundraising activities across the DACH region.

The Senior Associate will assist with a range of activities to support the fundraising / marketing of CD's products to institutional Limited Partners, Wealth Management platforms and Consultants. The ideal candidate is an organized, resourceful individual with private asset, general asset management, business development or investor relations experience that can support our senior sales individuals on their outreach and relationship building.

This is an excellent opportunity for a candidate currently operating in a sales support role, with ambitions to moving into a more client facing / direct sales role. The role holder will be given the opportunity to prospect and perform out to prospective client base.

This role will work closely with team members across our all-other BD- Sales, Product Development & Strategy ("PDS"), Marketing & Communications, Legal & Compliance and Investment Management teams.

Key Tasks and Responsibilities:

- Partner with and support senior sales representatives on fundraising efforts across the entire CD investment platform, and to develop and prioritize prospect pipeline.
- Identify and introduce new potential investors, across the mid-sized institutional investors, multi-family offices and wealth management platform landscape to Capital Dynamics ("CD").
- Represent CD at business development events including press, conferences and investor networking events in the region.
- Manage calendar of meetings / scheduling in coordination with senior sales representatives (and Investment Management individuals in some instances).
- Prepare presentations, marketing, and due diligence materials, working alongside PDS and marketing teams.
- Work with external sales support representatives to ensure meetings are within Compliance protocol (i.e., adhering to guidelines for all marketing to public pension funds).
- Prepare and co-ordinate client total expense templates in conjunction with our service providers.
- Organize and co-ordinate Annual Investor Meetings, (AIM's), various events and webinars.
- Assist with frequent updates / clean-up in CRM database to ensure information is accurate for upcoming week.
- Assist with the distribution of marketing materials.
- Carry out information searches and market research.
- Liaise with the PDS and Client relations teams to complete RFPs / RFIs, DDQ's.
- Co-ordinate and organize client and prospect engagements/meetings internally.

Essential Skills and Experience:

- 6 to 8 years' experience in a sales or business development support function, within- private equity or asset / investment management firm.
- Strong project / process management skills and the ability work well with others and operate in an entrepreneurial environment.
- Proven track record of providing strong, operational support to a busy sales team.
- Good co-ordination and organizational skills to meet multiple deadlines and priorities.
- The ability to work in a small team as part of a global organization and operate in an entrepreneurial environment.
- Ability to communicate clearly and concisely with colleagues, service providers, clients, and prospects, when required.
- Experience in the use of CRM systems and research database systems.
- Be familiar with client / potential client base e.g., pension funds, insurance companies, family offices, consultants etc.

Education and Qualifications:

- Strong academic background/achievement with at least a university degree or equivalent.
- Proficient in the use of Microsoft Office, including complex spreadsheets and PowerPoint.
- Investment related qualification e.g., IMC, CFA is desirable but not essential.

Languages:

- Must be fluent in German and English and display superior writing skills.
- Proficiency in other European language; preferably French, Spanish, Italian is highly advantageous though not essential.

Diversity & Inclusion:

Capital Dynamics is an Equal Opportunity Employer and is committed to creating a global diverse workforce. We are a global company with 23 nationalities represented across our staff in 13 offices, spanning North America, Europe, the Middle East, and Asia. We believe diversity and inclusion (“D&I”) is key to being better at what we do, and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.