



Investor Relations Associate Position

About Palladium Equity Partners:

Palladium is a middle market private equity firm with nearly \$3 billion of assets under management. The firm seeks to acquire and grow companies in partnership with founders and experienced management teams by providing capital, strategic guidance and operational oversight. Since its founding in 1997, Palladium has invested over \$2.5 billion of capital in 36 platform investments and more than 135 add-on acquisitions. The firm focuses primarily on buyout equity investments in the range of \$50 million to \$150 million. The principals of the firm have significant experience in consumer, services, industrials, and healthcare businesses, with a special focus on companies they believe will benefit from the growth in the U.S. Hispanic population. Palladium is based in New York City. For more information, visit www.palladiumequity.com.

Search Objective:

Palladium seeks to recruit a dedicated Investor Relations Associate with strong interpersonal skills and an analytical background to assist the firm's growing Investor Relations team, which is responsible for managing relationships and communications with all of the firm's stakeholders. The successful candidate will help with the critical processes of managing investor requests, internal and external reporting, marketing and fundraising. The IR Associate will help manage Limited Partner relationships by responding to investor requests, drafting investor outreach materials, assisting with annual meeting and conference preparation, and helping to facilitate the flow of information between the investment, finance and legal teams, and Limited Partners. The IR Associate will also assist with the firm's marketing efforts, including both digital and traditional media. The IR Associate will work directly with Palladium's senior management, including the CEO and the Management Committee, as well as with the Investment, Finance, Legal and HR teams on a regular basis.

Responsibilities:

- Interact with Limited Partners (LPs), including in-person, phone and email
- Assist with the preparation of LP requests, including both data/financial and qualitative requests
- Coordinate data collection / dissemination with other internal areas (finance, compliance, deal teams, senior management)
- Perform market research and leverage online databases and Salesforce to assist with overall fundraising process
- Draft PPMs, pitch books, due diligence questionnaires (DDQs) and create in-depth data/financial and qualitative-focused decks and analyses
- Take the lead on editing, checking, and compiling the master firm documents
- Manage and perform analytics on large amounts of investor and portfolio company data in various internal databases
- Use iLevel software to streamline fundraising, LP requests, and portfolio management
- Support the management of Palladium's marketing efforts, including branding, digital footprint, public relations and media.
- Perform financial and data analysis in order to evaluate current portfolio, performance and develop various investment scenarios

Desired Skills and Experience:

- The successful candidate should have 2-3 years of employment experience, with at least 1 year of investment banking experience. Other relevant experience may include: private equity, hedge funds, investment advisory/pension consulting, project management at a placement agent, or as an investment professional with a limited partner organization, among others.
- Bachelor's degree in Accounting / Finance or Economics
- Excellent writing, verbal and communication skills
- Great attention to detail
- Strong quantitative, analytical and financial modeling skills; familiarity with capital markets
- Well-developed project management skills and the ability to work independently while moving projects to completion in a timely manner
- Proficient in all Microsoft applications, including but not limited to Excel, Word & PowerPoint
- Exposure to private equity and an understanding of how the industry operates
- Able to handle multiple projects simultaneously and prioritize with minimal direction
- Displays a strong initiative and is resourceful in solving problems
- Team player with a high degree of integrity and strong work ethic
- Willing and able to work longer hours when required
- Working knowledge of Salesforce a plus
- Knows how to manage sensitive and confidential information
- Language skills in addition to English a plus

Note: Palladium is committed to providing equal employment opportunity to all qualified individuals without regard to race, color, sex, pregnancy, religion, national origin, age, disability, sexual orientation, marital or familial, or military service status, genetic information, or any other characteristic protected by local or state laws. This policy applies to all aspects of employment with us, including recruitment, hiring, rates of pay, promotion, training, termination, benefit plans, and all other forms of compensation, conditions, and privileges of employment for both employees and applicants.