

Role Profile: Business Development Associate

Functional Title: Associate (Internal)	Rank: Associate
Department: Business Development (BD)	Reporting to: Deanna DeChirico, Vice President
Location: New York, Preferred	Employment Type: Permanent

About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including private equity (primaries, secondaries co-investments), private credit, and clean energy infrastructure. Created 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. As of Q1 2021, Capital Dynamics oversees more than USD 15 billion in assets under management and advisement and employs approximately 160 professionals globally across 13 offices in Europe, the Middle East, North America, and Asia. Capital Dynamics is a recognized industry leader in responsible investing, receiving the highest marks from the UNPRI for its Strategy & Corporate Governance, and investment strategies. For more information, please visit: www.capdyn.com

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. Our team focuses on Institutional Limited Partners ("LPs"), including (but not limited to) Public Pension Funds, Private Pension Funds, Insurance Companies, Financial Institutions, Foundations, Endowments, Single Family Offices, Private Wealth investors (i.e., High-Net-Worth Individuals and the financial intermediaries that serve them, including Wealth Platforms, Broker-Dealers, Registered Investment Advisors, Multi-Family Offices, etc.), etc. Additionally, we work closely with Consultants that serve the aforementioned 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:

We are seeking a junior-level, self-starting professional to join our Business Development ("BD") team. The individual will assist with a range of activities to support the fundraising / marketing of CD's products to institutional Limited Partners and Consultants. The ideal candidate is an organized, resourceful individual with private asset, business development experience that can support our senior sales individuals on their outreach and relationship building. This role will work closely with team members across our BD, Product Development & Strategy ("PDS"), Marketing & Communications and Investment Management teams.

Tasks and Responsibilities:

To succeed in this role, you will:

- Partner with and support senior sales representatives on fundraising efforts across the entire investment platform
- Monitor databases (including Preqin, S&P MMD, etc.) and populate CRM (Microsoft Dynamics 365) on ongoing / as-needed basis
- Manage calendar of meetings / scheduling in coordination with senior sales representatives (and Investment Management individuals in some instances)

- Assist with in-bound Limited Partner and Consultant requests across all strategies in timely manner
- Prepare marketing and due diligence materials, alongside PDS, for on-site meetings on an as-needed basis
- Liaise with PDS team to complete RFPs / RFIs

This description is for guidance purposes only. You may be required to fulfil additional roles and perform additional duties as required from time to time.

Skills, Education & Qualifications:

To succeed in this role, you should have:

- Undergraduate degree with strong academic background
- 2+ years of experience at an asset management or institutional investment consulting firm, with a focus on private assets preferred
- Strong project / process management skills and the ability work well with others and operate in an entrepreneurial environment
- Exceptional Microsoft Office skills (Excel, PowerPoint and Word)
- Ability to work under tight timeframes and manage strict deadlines
- **REQUIRED:** Series 7 & 63 licenses

Competencies:

You will be...

- A strong networker with the ability to source opportunities independently
- Able to work under tight timeframes and manage strict deadlines
- Highly organized with great attention to detail

Diversity and Inclusion:

Capital Dynamics is an Equal Opportunity Employer, and is committed to creating a global diverse workforce. We are a global company with 24 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.