

Role Profile: Vice President, Primaries

Functional Title: Vice President, Primaries	Rank: Vice President
Department: Private Equity – Primaries	Reporting to: Managing Director
Office: New York	Appointment Type: Full-time

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. 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 Q4 2021, Capital Dynamics oversees more than USD 13 billion in assets under management and advisement, and employs approximately 160 professionals globally across 14 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:

Private Equity – Primaries:

Global primaries invest in mid-market managers that have a proven track record of strong value creation in the businesses owned. In particular, the aim is to acquire companies at reasonable valuations and enhance their value through operational improvements, better management and financial restructuring. Our localized and tailored products reinforce our strong brand presence, and are a testament to the trust and partnership we have built with managers and clients.

Role Purpose:

Capital Dynamics is seeking a Vice President to work within its New York - based private equity business on the U.S. Primaries team.

As a member of U.S. Primaries Private Equity Investment team, the Vice President will manage investment funds for maximization of risk / return for client investment portfolios. The Vice President will be responsible for origination and due diligence of U.S. Private Equity Funds, including venture, growth, mid-market buyout and large buyout managers.

The Vice President will also: monitor U.S. private equity managers; manage client relationships and reporting for Capital Dynamics products and separate accounts; provide income and cash flow forecasting of private equity portfolios for Capital Dynamics products and separate accounts.

The Vice President will also assist the Co-Investment, Secondaries and Direct Lending teams with sourcing and input into execution of investment opportunities and handle other duties as assigned.

Tasks and Responsibilities:

To succeed in this role, you will:

- Lead due diligence using an Analyst / Associate, using qualitative and analytical judgment
- Produce and present near final quality product investment proposals, with limited guidance, start to finish of entire investment process

- Present due diligence and recommendations and actively participate in Investment Management meetings
- Take the lead on some aspects of presentation to clients/potential clients, with more responsibility provided as skills are proven
- Have some client / product responsibility - be the lead person. Prepare reports, analyses, present results to clients, manage cash flows and necessary legal amendments, secondary sales, as required
- Manage some staffing resource/team. Develop junior professionals
- If applicable to given responsibilities, assume LPAC seats, raise issues timely and seek senior guidance
- Attend IM GP / networking meetings to establish external presence, with or without senior support present
- Develop extensive networks with GPs and relevant industry agents
- Source and build relationships with new agents and new potential GPs for possible due diligence
- Lead ad hoc projects / initiatives

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

Skills, Education and Qualifications:

To succeed in this role, you should have:

Skills:

- Proven Private Equity / Investment Banking experience in the following areas:
 - using advanced modeling to build, enhance and maintain tailored forecasting models and other quantitative tools
 - managing/leading (with guidance), investment due diligence, proposal writing and investment recommendations and presentations to investment committee
 - managing multiple private equity portfolios for clients
 - producing, maintaining and improving major client quarterly reports
 - leading client interactions including conference calls and in-person meetings
 - fundraising material creation and support
- Experience with Deal Cloud and creating and maintaining Visual Basic for Applications (VBA) to create portfolios is a plus

Education & Qualifications:

- Master's degree in Finance, Accounting, Economics or related field;
- Minimum of 8 years of relevant Private Equity / Investment Banking work experience;
- CFA and / or CAIA qualification highly desirable.

Competencies:

- Highly analytical, quantitative and detail-oriented
- Strong verbal and oral communication skills
- Team player
- Proven managerial experience leading juniors
- Strong sensitivity to confidentiality
- Reliable and trustworthy

Additional Information:

People: Vice President will manage, train and develop NY-based analyst and global team junior resources, as needed

Products: Multiple CD products and client portfolios

Financial: Multiple quarterly and annual reports for CD products and client portfolios

Diversity & 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 14 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.