

POSITION

Senior Associate/Vice President – Investor Relations

ORGANIZATION

Newbury Partners specializes in purchasing limited partnership interests in established leveraged buyout, growth equity and venture capital funds through secondary transactions. The Firm also pursues co-investments directly in private equity backed companies on a selective basis.

Newbury Partners manages more than \$4.2 billion in capital. The Newbury team is currently comprised of approximately 20 professionals who cover new investments, finance and administration.

For more information please visit www.newbury-partners.com.

POSITION DESCRIPTION

The Senior Associate/Vice President position entails:

- Working directly with the senior team at Newbury to interface with existing and prospective investors in Newbury's funds
- Extensive quantitative analysis of Newbury's track record and portfolio information using Microsoft Excel
- Preparing informational presentations and other written materials for internal and external use
- Maintaining internal databases and informational reports
- Assisting directly in the raising of future Newbury funds

QUALIFICATIONS

- Proficiency in Microsoft Excel and PowerPoint
- Proficiency in corporate finance and accounting
- Excellent written and oral communication skills
- Strong inter-personal skills and an ability to work well with members of our team and investors
- Demonstrated attention to detail and organizational skills
- A minimum of 2-4 years of experience in banking, private equity, fund-raising or a related field
- Knowledge of foreign languages a plus.

APPLY

Please submit a resume and cover letter to careers@newbury-partners.com.