

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 \$2.8 billion in capital on behalf of more than 100 limited partners across the globe. The Newbury team is currently comprised of 15 professionals involved in new investments, finance and administration. Newbury Partners is based in Stamford, CT.

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