Job Specification – Investor Relations Manager

Role Details

Job Title: *Investor Relations Manager*

Business Area: *Investor Relations*

Location: *London SW1 (Victoria)*

Role Overview

LCM Partners is one of Europe's leading alternative investment management firms with over 20 years' experience investing in private debt.

Established in 1998, the Group is responsible for over €43bn of loan value and is a specialist in the investment and management of performing and non-performing loans with over 900 people in 12 offices across eight European countries. Focusing on granular portfolios of consumer and SME loans, the firm acquires pools of loans from financial institutions via the LCM Credit Opportunities strategy (COPS), and provides new origination through its direct lending strategy LCM Strategic Origination & Lending Opportunities (SOLO).

The firm is fundraising for both strategies this year and as a result the firm is expanding its investor relations team. The client base comprises some of the world's largest institutional investors globally and the role will involve both servicing the existing Limited Partners as well as supporting the firm's on-going fundraising efforts.

Work Experience & Qualifications

- Prior experience in alternatives asset management and preferably in private markets
- University graduate
- Other relevant professional / financial qualifications may also be of benefit (e.g. IMA, CFA)

Skills

The skills listed below are considered the minimum requirement for the role:

- Strong communication skills – articulate, confident and self-assured, communicates effectively with clients and internal colleagues
- Excellent written English
- Numeracy with strong mathematical ability
- High attention to detail
- Advanced Microsoft Office skills (Powerpoint and Excel)
- Ability to deal with wide variety of work and multi-task
- Enjoys working as part of a team

Role Content

- Prepare fund related marketing and client reporting materials (e.g. presentations, DDQs, quarterly investment reports, strategy factsheets and flyers, LPAC materials)
- Manage client queries in a timely and professional manner
- Maintain excellent standard of client service through regular, pro-active communication with clients regarding fund updates, market developments, fund performance and investment information
- Arrange and host investment review and operational due diligence meetings as required
- Help organise the firm's annual investor conference or other similar marketing events
- Support fundraising activities including interaction with external placement agent sales teams and assisting with client on-boarding process
- Contribute to articles published in reputable alternative investment or institutional investor publications as well as industry award submissions
- Identify areas for process and client service improvements on an on-going basis