



**About the Group: CONFIDENTIAL. Disclosure will come to only those shortlisted by the client.**

**Location: Lagos, Nigeria**

**Job Title: Investor Relations/Fundraising Executive**

**Cadre: Vice President**

**Line Manager: Head, Investor Relations**

**Key Responsibilities in order of priority:**

- **Fundraising Strategy & Investor Relationship Building:**
  - Support the development and execution of fundraising strategies and goals.
  - Conduct market analyses to identify new potential investor bases.
  - Identify and engage potential institutional investors, including pension funds, endowments, family offices, sovereign wealth funds, and HNWIs.
  - Lead the creation and refinement of marketing and investor presentation materials (e.g., pitch books, fund summaries, track records), tailored to specific interests of various investor groups.
  - Prepare detailed fundraising documentation, such as Private Placement Memoranda (PPM), Investor Due Diligence Questionnaires (DDQs), and Subscription Documents.
  - Coordinate investor due diligence processes, ensuring that prospective investors have all the required documentation and information.
  - Ensure compliance with relevant regulations and guidelines during fundraising and in investor communications.
- **Strategic Investor Relationship Management:**
  - Build and maintain relationships with current and prospective investors to ensure long-term partnerships.
  - Act as a liaison between investors and the firm, addressing investor inquiries and providing necessary information, helping to resolve any issues or disputes effectively.
  - Manage investor onboarding, ensuring all legal and regulatory documentation is completed in a timely and accurate manner.
  - Provide insights to the investment team about investor sentiment and feedback, using this data to identify potential opportunities and inform strategic decision-making.
- **Market Intelligence & Reporting:**
  - Monitor market trends, competitor activity, and investor sentiment, providing actionable insights to the team.

- Collaborate with the senior management team to develop investor relations strategies based on these insights, aiming for effective fundraising and investor retention.
- **Investor Reporting & Communications:**
  - Act as a point of contact for investors, responding to inquiries and maintaining strong investor relationships.
  - Ensure the preparation of fund performance reports and updates to keep investors informed about the fund's performance, portfolio updates, market insights, and any significant developments.
  - Oversee the preparation and distribution of regular investor updates, including quarterly and annual reports, capital account statements (CAS), and investor newsletters.
  - Coordinate and align the firm's messaging across all investor communications, ensuring consistency, integrity of communications and transparency.
- **Investor Conferences & Events:**
  - Organize and manage investor meetings, conferences, webinars and networking events to provide updates on fund performance, market trends, and strategic developments.
  - Coordinate logistics for investor events, including presentations, panel discussions, and one-on-one meetings with senior management.
  - Develop and deliver presentations on fund performance, market outlook, and investment strategy, ensuring alignment with the firm's messaging and goals.
  - Foster relationships with investors and key stakeholders during conferences and events, strengthening the firm's reputation and investor confidence.
- **Fund Administration:**
  - Work closely with the fund administration team to ensure accurate and timely delivery of investor reporting and financial statements.
  - Oversee the preparation of monthly, quarterly, and annual investor reports and financial statements ensuring all information is accurate and in compliance with regulatory requirements.
  - Oversee fund operations – investor capital calls, distributions, and other fund-related transactions in collaboration with internal teams.
  - Monitor fund performance, ensuring that all financial and operational data are up-to-date for investor reporting and decision-making.

**Desired Qualifications:**

- Bachelor's degree **with a minimum of a Second-Class Upper degree** in Finance, Economics, Business Administration, or a related field. An MBA or relevant certification is preferred.

- 10+ years of experience in **investor relations, private equity, professional services or a similar financial services or advisory role**, with a proven track record of managing investor relationships and communications.
- Exceptional written and verbal communication skills, with the ability to create compelling presentations and to translate complex concepts into clear, engaging messages for diverse audiences.
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) and familiarity with private equity platforms or financial reporting tools.
- Strong organizational skills, with the ability to manage multiple projects, deadlines, and stakeholders efficiently.
- Experience building and maintaining relationships with institutional investors and high-net-worth individuals.
- **Solid understanding of private equity investment structures, fund management, financial statements, and market dynamics.**

**Personal Attributes:**

- Strong interpersonal and networking skills, with a demonstrated ability to build relationships and collaborate with cross-functional teams, including investment professionals, legal and finance teams, and senior management..
- High level of professionalism and integrity, with the ability to handle sensitive information confidentially.
- Proactive and able to work independently while being responsive to direction from senior management
- Self-motivated and results-driven professional who works well under pressure and thrives in a fast-paced environment.

**For consideration, please send your CV in WORD format to [elisa@es-africa.com](mailto:elisa@es-africa.com). Please share with your network.**