

July 10, 2019

Secondaries Associate

Department: **Investments – PE Secondaries**

Reports to: **Executive Director**

Location: **New York, NY**

Contact: **Human Resources (careers@gcmlp.com)**

SUMMARY

The Associate will join a small team of investment professionals focused on Secondaries investing and a broader Private Equity team of over twenty investment professionals. Working as a member of the Secondaries Investments team, the Associate will be responsible for performing a broad range of analytical, communication and research duties as part of the firm's secondary private equity investment activities.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Coordinate due diligence processes on transactions, including the research of underlying portfolio investments, the creation of detailed valuation models, and the development of acquisition structures. This individual must have proven experience and the ability to think and act as a principal investor, converting analyses into well-developed investment recommendations with original thought, will be important.
- Play an active role in investment transactions from start to finish, including legal documentation and all closing logistics. Must have project management skills and the ability to work effectively in a deal teams, often on several transactions or potential opportunities simultaneously, under tight deadlines.
- Prepare financial analyses in support of the firm's due diligence on secondary private equity investment opportunities. Such analyses will include, but not be limited to, complex modeling of fund and transaction structures, discounted cash flow analyses, and financial analyses including EBITDA and valuation multiple calculations, comparable company analyses, and company research.
- Review partnership agreements and other documents associated with potential investments to understand and quantify the economic impacts on valuation and projected investment returns. Researches transfer restrictions and other issues to assist in the legal due diligence for potential acquisitions.
- Prepare investment committee memoranda and participates in investment committee meetings. The investment professional will be encouraged to offer insights and ideas regarding potential investments, creative transaction structures and deal terms that help lead to successful transactions.
- Coordinate with legal advisors, sellers and internal finance team to execute transfers of assets.
- Monitor and report on investment/portfolio performance and draft investor communications including periodic updates on portfolio performance. Communicate with current and prospective investors about pending investments.
- Communicate with sellers/advisors as part of sourcing and investment processes.
- Assist with the tracking and prioritization of secondary investment opportunities.
- Assist with special projects (business development, investor relations, etc.) on an as-needed basis.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

If interested and qualified for this position, please notify Human Resources.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

The ideal experience and critical competencies for the role include the following:

- Bachelor's degree with outstanding academic credentials; undergraduate finance or accounting degree, MBA or CFA a plus but not required.
- 4 – 6 years of relevant work experience. Relevant work experience would include, but not be limited to, the following areas of specialty: M&A, leveraged finance, corporate finance, valuation services or private equity.
- Prior private equity secondary related investment/transaction experience not required.
- Advanced knowledge of Excel and experience with word processing, PowerPoint, research and other computer applications.
- Strong written and verbal communication skills; Ability to articulate opinions and write clear and concise memoranda on investment opportunities.
- Highly motivated, ambitious and industrious investment professional with exceptional organizational skills.
- Strong work ethic and professional demeanor.
- Ability to effectively interact with a large diverse team.
- Strong quantitative aptitude and interest.
- Willingness to travel domestic and internationally as needed to support the firm's investment and business development activities.
- Ability to prioritize workload and shift attention among changing tasks and priorities.
- Ability to work independently as well as in a team setting.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to careers@gcmllp.com. Please reference **"Secondaries Associate # 101540"** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with over \$55 billion in assets under management in hedge fund strategies, private equity, infrastructure, real estate and multi-asset class solutions. It is one of the largest, most diversified independent alternative asset management firms worldwide. GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong, and Seoul, serving a global client base of institutional and high net worth investors.

GCM Grosvenor specializes in developing customized portfolios for clients who want an active role in the development of their alternatives programs. The firm also offers multi-client portfolios for investors who desire a turn-key solution. Offerings include multi-manager portfolios as well as portfolios of direct investments and co-investments.

For more information, visit www.gcmgrosvenor.com.

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