

April 2019

Venture Capital and Private Equity Associate

Department: **Investments – PE**

Reports to: **Managing Director**

Location: **New York, NY**

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

SUMMARY

Working as a member of the Private Equity Primary Funds team, the Associate will be involved in all aspects of private equity investments, including sourcing, due diligence, transaction execution and investment monitoring. The Associate in this career track role will focus on venture capital and growth equity fund investing but may gain exposure to fund investing in other primary strategies as well as co-investment and secondary investment opportunities. He or she will report to the managing director heading venture, growth and emerging markets and will be a key member of a small but growing segment within the Private Equity Primary Funds vertical.

RESPONSIBILITIES

The individual will be primarily involved in the following activities:

- Screen, analyze, and conduct due diligence on and monitor private equity fund opportunities.
- Assist in developing, refining and updating venture and growth fund market landscape analysis, comparable fund sets, and databases/pipelines/focus lists.
- Prepare investment memorandums and present recommendations along with due diligence findings to internal committees and clients.
- Play an active role in investment transactions from start to finish, including partnering with legal counsel to review fund and deal terms, negotiate and execute investment transactions, as well as partnering with finance and other functional offices to complete closing and funding logistics.
- Monitor and report on fund/portfolio company performance; provide written/verbal updates internally and to clients.
- Build and modify models for investment programs, including cash flow/NAV projection, J-curve analysis and return analysis.
- Develop market research (white papers, presentations, etc).
- Client relationship management support including ongoing portfolio management and reporting activities.
- Support fundraising efforts for private equity separate account mandates and commingled funds.
- Assist with special projects on an as-needed basis.

EDUCATION, SKILLS, EXPERIENCE AND CULTURAL FIT REQUIREMENTS

Experience, competencies and characteristics of an ideal candidate for the role include the following:

- Bachelor's degree with superior academic performance. Degree in Finance/Economics preferred but will consider candidates with strong financial/analytical training from previous work experience.
- 4-6 years of professional experience in investments, venture/growth, investment banking or consulting/advisory.
- Experience in/familiarity with venture, growth and/or major venture-backed sectors (mobile/tech, life sciences/healthcare) highly preferred.

(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

- Prior experience underwriting primary fund investments and/or prior exposure to hard-to-access venture and growth capital funds preferred.
- Strong work ethic, professional demeanor and high degree of integrity.
- Think like a principal investor, with strong investment acumen and a genuine interest in venture/growth/PE investing as well as the fast evolving underlying sectors targeted by VCs.
- Ability to triangulate and synthesize information, develop insightful views, and present findings and recommendations in a well-articulated, clear and concise manner both verbally and in written format.
- Highly motivated and resourceful. Proactive sourcing/keeping pulse on the market/GP landscape.
- Strong quantitative and analytical skills. Advanced knowledge of Excel and experience with MS Word, PowerPoint, research and other computer applications.
- Ability to balance multiple concurrent projects and to prioritize workload and shift attention among changing tasks and priorities in a fast paced, changing environment.
- Detail oriented. Exceptional organizational skills, decision making and problem solving skills.
- Ability to effectively interact with a large diverse team across levels and to work both independently and as a productive member of transaction teams.

HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to careers@gcmlp.com. Please reference “**Venture Capital and Private Equity Associate, #101503**” in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 billion AUM 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. The firm has core expertise in product and custom investment solutions. Its product solutions provide turn-key access to both diversified and specialized alternative investment portfolios. Its customized investment solutions give clients an active role in the development of their alternatives programs.

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. GCM Grosvenor serves a global client base of institutional and high net worth investors.

For more information, visit www.gcmgrosvenor.com.

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