

Job Specification

Job Title: Investor Relations Officer
Division: Rothschild Credit Management
Location: London

Rothschild & Co

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 2,800 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Rothschild Merchant Banking

Rothschild Merchant Banking is the investment arm of the Rothschild & Co group.

It deploys the firm's capital, alongside that of a select set of leading institutional and private investors. With global commitments in excess of €6 billion, Rothschild Merchant Banking manages a series of funds dedicated to corporate and secondary private equity, multi-managers funds and co-investments as well as senior and junior credits.

Our business is founded on three inter-twined principles - our passion for investing, respect for risk, and culture of partnership - all of which define who we are today.

Rothschild Credit Management is a division within Rothschild Merchant Banking which manages EUR 3bn in secured, sub-investment grade credit across a range of European and North American funds and investment mandates.

Click her for more information on [Rothschild Merchant Banking](#).

Overview of Role

Rothschild Credit Management is looking for a new Investor Relations Officer to liaise with investors, maintain investor data, and prepare investor reporting and marketing material presentations. This is a key client facing role which requires experience in dealing with investors, and a desire to learn and grow with the business.



Responsibilities

- Preparation of pitch books for all products, managed accounts and other marketing presentations
- Maintaining a library of marketing slides
- Coordinating European & US Marketing material
- Ad Hoc and systematic update of pitch books
- Liaising with Compliance department regarding regular approvals on marketing materials, maintaining approval logs
- Organising RFP / DDQ request deadlines
- Drafting and Coordinating RFP / DDQ responses
- Maintaining list of investors and relevant data
- Maintaining list of prospects for prospects communication
- Compiling and Distributing NAV reports to investors
- Creating and Distributing Marketing communication to prospects
- Maintaining data and access lists on Investor Portal
- Following up with existing Investors to get feedback on content, and general investor views
- Managing KYC process and new Investor on boarding working with third party administrator
- Working closely with third party administrator on documents for Investors, such as distribution list, capital calls, investor communication
- Assisting investors and prospects with any ad hoc requests they may have
- Updating Website data and other Group material
- Preparing any ad hoc documents on requests, such as researches or summaries
- Organising events such as the annual AGM for Investors, Annual Wine Tasting event for Market contacts, and other similar events.

Experience, Skills and Competencies

- 2 to 5 years relevant Investor Relations experience in an Asset Management / Private Equity business
- Leveraged loans experience (*distinct advantage, not essential*)