



## **Associate Director, Investor Relations (San Francisco)**

New Forests ([www.newforests.com.au](http://www.newforests.com.au)) seeks a qualified candidate for the position of Associate Director, Investor Relations. The Associate Director, Investor Relations will oversee a program of activities related to marketing New Forests' investment products to a range of institutional clients based in the US and internationally and to supporting client relationship management.

New Forests is a real assets investment manager offering leading edge strategies in forestry, land management, and conservation. Our business mission is to manage sustainable landscapes for production and conservation and to generate shared value for our clients and the communities where we operate. Founded in 2005, we offer institutional investors dedicated investment strategies in the United States, Australia-New Zealand, and Southeast Asia and have USD 3.7 billion in assets under management. We manage sustainable timber plantations, natural forests, forest carbon projects, rural land, and processing infrastructure. New Forests is headquartered in Sydney with offices in San Francisco, Singapore, New Zealand and Melbourne. The Associate Director, Investor Relations role is based in the San Francisco office.

The Associate Director, Investor Relations will report to the Director, Investor Relations (based in Sydney) and will be a member of the New Forests' Investor Services team. The Investor Services team oversees funds marketing and capital raising, client relations and reporting, corporate communications, markets research, and corporate sustainability for New Forests. The team operates in a fast-paced environment with a strong focus on high quality, long-term and transparent investor relationships.

This role will be primarily responsible for developing and implementing a marketing strategy for New Forests in the United States and Canada, not only for the company's US focused investment products, but also for its non-US focused funds. The candidate will be expected to develop a clientele for New Forests in the United States and Canada and also have responsibility for executing the closing of investment products, which may include both funds and separate accounts. The role will also oversee client relationship management and reporting for New Forests' US investment products. The Associate Director, Investor Relations will work closely with other Investor Services staff in the coordinated execution of marketing strategies and client relationship management in the US and internationally. Furthermore, the Associate Director, Investor Relations will work closely with New Forests' San Francisco-based investment team and the company's Executive Committee.

The Associate Director, Investor Relations will be primarily responsible for the following functions:

- Manage the fund-raising processes associate with raising capital for commingled funds and co-investments including the planning of marketing campaigns, prospect identification, due diligence, governance and compliance, negotiations, relationship management, and account closing
- Identify and evaluate potential institutional and impact investment clients through the development of a high-quality marketing strategy

### **New Forests, Inc**

235 Pine Street, Suite 1475, San Francisco, CA 94104, United States  
T +1 415 321 3300 | F +1 415 321 3330 | [newforests-us.com](http://newforests-us.com)

- Grow brand and product awareness of New Forests in the US and Canadian markets, including direct marketing of US products and funds to new and existing clients. Sharing of marketing responsibilities in other jurisdictions may also be required given that we work in a team environment
- Work with the investments team in San Francisco and the broader New Forests team globally to develop due diligence and marketing materials supporting the branding of New Forests and the investment products that are being offered to institutional investors
- Establish, engage with, and maintain key relationships with New Forests' clients to support a high quality, service-oriented investor relations program
- Work closely with New Forests' Executive Committee, Investor Services team, and investment teams to ensure the US marketing program delivers on New Forests' business plan
- Manage client information, reporting, and marketing processes
- Travel within the United States and internationally as required

We are looking for candidates with the following qualifications:

- Excellent project management capability. Excellent organizational skills related to time management and project management are essential to this role.
- 7-10 years of experience in wholesale product marketing and client relationship management. We have a preference for candidates who have experience working with institutional investors. Experience working in alternative assets (e.g. timber, agriculture, infrastructure, real estate, private equity) and/or impact investing and sustainability would be beneficial.
- Direct institutional funds marketing and client experience is essential to this role. Must have a demonstrated capacity for maturity and confidence in managing institutional investors and business relationships in the financial services sector.
- Experience raising funds and/or separate accounts is essential, managing marketing campaigns, including development of marketing materials and offering documents as well as experience working with fund partnership agreements, governance processes, and negotiating terms and agreements.
- Excellent verbal communication including presenting and storytelling ability. Must have the ability to learn and process large amounts of information quickly and confidently present New Forests' vision, mission, investment capability, and track record to the market.
- Excellent writing and editing skills. Must be able to conceptualize and understand how to communicate complex information to prospective investors through presentations, briefing notes, offering documents, and other media and be able to work with other people in New Forests to develop these materials in a timely and high quality manner.
- A demonstrated and knowledgeable interest in sustainability and responsible investment.
- A demonstrated understanding of modern portfolio theory and institutional investors' approach to portfolio management and allocation, and of other elements of financial theory related to private funds management.
- Must be a team player and work well under pressure and deadlines.
- Minimum Bachelor's degree in business, economics, finance, liberal arts, or equivalent preferred.



- A high degree of proficiency in Microsoft Office (Word, Powerpoint, and Excel).

Please provide your resume and cover letter explaining your interest and qualifications for the position in PDF format to [careers@newforests.com.au](mailto:careers@newforests.com.au)

Phone calls will not be accepted.

New Forests is an Equal Opportunity Employer.

