Associate Director, Investor Services (San Francisco)

New Forests (www.newforests.com.au) seeks a qualified candidate for the position of Associate Director, Investor Services. The Associate Director, Investor Services 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. The position is based in San Francisco.

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 over AUD 3 billion in assets under management. Our assets include sustainable timber plantations, rural land, infrastructure, and conservation investments related to ecosystem restoration and protection. New Forests has a track record of excellent returns and has a pool of long-term, blue-chip institutional clients from around the world. New Forests is headquartered in Sydney with offices in San Francisco and Singapore.

The Associate Director, Investor Services will report to the Executive Director, Investor Services (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, 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 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 Services 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 Services will work closely with New Forests' San Francisco-based investment team and the company's Executive Committee.

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

- Identify and evaluate potential institutional clients through the development of a high quality marketing strategy
- Grow brand and product awareness of New Forests in the United States market, including direct marketing of US products and funds to new and existing clients; sharing of marketing responsibilities in other jurisdictions (e.g. Europe) will also be required
- Establish, engage with, and maintain key relationships with all of New Forests' clients to support a high quality, service-oriented investor relations program
- Work closely with New Forests' leadership team, Investor Services group, 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:

- 5-10 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) would be beneficial.
- Direct client experience is essential to this role. Must have a demonstrated capacity for maturity and confidence in managing wholesale clients and business relationships in the financial services sector. Experience contributing to raising funds and/or managing marketing campaigns, including development of marketing materials and offering documents as well as experience working with fund partnership agreements and negotiating terms and agreements.
- Excellent written and verbal communication including presenting and storytelling ability. Must have the ability to learn and process large amounts of information quickly.
- A demonstrated and knowledgeable interest in sustainability and responsible investment.
- Attention to detail in writing and presentations.
- A demonstrated understanding of modern portfolio theory and institutional investors' approach to portfolio management and allocation.
- Must be a team player and work well under pressure and deadlines.
- Excellent organisational skills related to time management and project management.
- 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 applications@newforests.com.au

Phone calls will not be accepted.
New Forests is an Equal Opportunity Employer.