

## Analyst, Investor Relations

**Location:** Sydney

New Forests ([www.newforests.com](http://www.newforests.com)) seeks a qualified candidate for the position of Analyst, Investor Relations. As part of our Investor Relations team, you will be primarily responsible for supporting the team in delivering New Forests' capital raising strategy with institutional investors.

Reporting to the Global Head of Investor Relations, this position will be a critical support role to the success of the capital raise teams. This role will assist with managing due diligence questionnaires, organising upcoming due diligence visits and field tours, editing marketing collateral (presentations, brief research papers, flyers, case studies, etc.) and assisting with event and conference coordination.

New Forests is a global investment manager of nature-based real assets and natural capital strategies, with AUD 9.95 billion (USD 6.85 billion) in assets under management across 1.1 million hectares (2.8 million acres) of investments. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. We aim to generate shared prosperity for our clients and the communities in which we operate and accelerate the transition to a sustainable future.

Headquartered in Sydney, New Forests is a Certified B Corp and operates in Australia, New Zealand, Southeast Asia, Africa and the United States.

### In this role you will be responsible for:

- **Capital Raising Activities**
  - Supporting senior staff in managing interactions with prospective investors (e.g. initial outreach, scheduling and note-taking of calls/ meeting and actioning information requests).
  - Identifying and evaluating potential institutional investment clients. This will involve developing methods of outreach, creating and maintaining a list of potential prospects, and preparing regular reports to the Executive Committee on capital raising progress.
  - Supporting the completion of due diligence questionnaires and other ad-hoc requests from prospective investors, by working closely with the Investor Relations team and liaising with other teams across New Forests' business.
  - Drafting and regular updating of fund marketing documentation (e.g. investment memorandums, pitch-decks, and other supplements).
- **Relationship Management**
  - Assist with managing communications and building long-term strategic relationships with clients and prospective investors.
  - Internal stakeholder management across business functions and various time zones.
- **Database Management**
  - Management of investor information in client relationship management (CRM) system – Microsoft Dynamics 365.
  - Management of due diligence information in RFP automation software - RFPIO.

### New Forests Asset Management Pty Ltd

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- Management of online datarooms for investors.
- **Communications and Events**
  - Working with the broader New Forests team globally to create and edit marketing collateral (e.g. presentations, research papers, flyers, case studies, etc.).
  - Assisting with event coordination for capital raising purposes. This may involve managing a calendar of potential conferences/ sponsorship opportunities, liaising with event organisations, and other relevant tasks associated with conference planning and management.

**We are seeking candidates with the following qualifications, experience, and strengths:**

- Excellent organisational skills related to time management and project management are essential to this role.
- Demonstrated experience in investor relations/client services. Exposure to funds management environment is considered beneficial.
- Experience with data management and strong Microsoft Office skills including Outlook, PowerPoint, Word, and Excel.
- Strong written and verbal communication skills, with the ability to interact professionally across business units and senior management/executives.
- High attention to detail.
- Minimum Bachelor's degree in business, economics, finance, liberal arts, or equivalent preferred.
- Experience using CRM systems and RFP software desired but not compulsory. New Forests uses Microsoft Dynamics 365 CRM, and RFPIO.
- Exposure to corporate communications and marketing welcome.

**What can we offer?**

Our environment is busy and supportive, and the team is professional but relaxed. If you join us, you would be joining a growing, fast paced business which is an environmental and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

We pride ourselves on having a supportive New Forests culture that is inclusive to all and we would love to learn how you can bring your unique skills and experience to our business. If you have experience in any of these areas, we encourage you to apply for our roles, even if you only meet some of the criteria.

To apply, 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 a Certified B Corp and an Equal Opportunity Employer that values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance.