NEWFORESTS

*Natural Capital Investing. Advanced

## Senior Analyst, Investor Relations

**Location:** Sydney or Melbourne, with a preference for Sydney

NEWFORESTS seeks a qualified candidate for the position of Senior Analyst, Investor Relations. This role plays a key part in supporting our capital raising efforts by ensuring high-quality investor materials, accurate data management and seamless coordination across internal teams.

Reporting to the Head of Institutional Fundraising (ANZ), this position is a critical support role to the success of NEWFORESTS' global capital raise, client services and communications teams. This role will assist with managing due diligence questionnaires, editing and helping to create content for marketing collateral (presentations, research papers, flyers, case studies, etc.), helping create and assisting with event and conference coordination.

NEWFORESTS is a global investment manager of nature-based real assets and natural capital strategies, with AUD 10.6 billion (USD 5.7 billion) in assets under management including over 5.7 million hectares (14.0 million acres) of land across the regions in which we operate. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. Our vision is for natural capital to be an essential component of every investor portfolio while our mission is to unlock, enhance and preserve the true value of natural capital. Headquartered in Sydney, NEWFORESTS is a Certified B Corp and operates in Australia, New Zealand, the United States, Europe, Southeast Asia and Africa.

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

- Coordinating and completing investor due diligence questionnaires (DDQs) and information requests, managing due diligence repositories and investor data rooms
- Maintaining and updating investor and prospect data within CRM systems (e.g. Dealcloud)
- Working with internal stakeholders to source, validate and present accurate information
- Editing, updating and producing investor materials including presentations, research insights, case studies, and pitch documents; ensuring consistency, quality and alignment of messaging across materials
- Assisting with planning and coordination of events and conferences linked to capital raising activities

This is a hands-on role suited to someone who enjoys working at the core of investor communications and capital raising operations. Over time, there will be opportunities to broaden exposure to external stakeholders and strategic initiatives, but the core focus will be on execution excellence and internal collaboration.

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

- Demonstrated experience in investor relations/client services in asset management, funds management, or financial services, ideally within real assets or alternative investments
- Strong experience producing or supporting DDQs, investor materials, or client deliverables
- High attention to detail and ability to manage multiple workstreams to deadline
- Advanced PowerPoint and Excel skills, with strong document editing capability
- Experience with CRM systems and data management highly regarded
- Confident communicator, comfortable working across teams and senior stakeholders
- Excellent project management capability with strong organisational skills
- Bachelor's degree in business, economics, finance or equivalent preferred
- Exposure to corporate communications and marketing preferred

**Why Join NEWFORESTS**

- Work with a global leader in sustainable and nature-based investing
- Support capital raising across diverse real asset strategies

- Collaborative, values-driven culture with flexible work practices (work from home up to 3 days per week)
- Opportunity to grow into broader investor-facing and strategic exposure over time

**How to Apply**

We pride ourselves on having a supportive NEWFORESTS 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 in PDF format.

Phone calls will not be accepted however you may contact us through email: careers@newforests.com.

NEWFORESTS 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.