

Role Title**ASSOCIATE/SENIOR ASSOCIATE, Compliance****Role Summary**

Dawson Partners (“Dawson”), based in Toronto, is a fast-growing private equity firm focused on accelerating liquidity on private equity portfolios through structured solutions. Dawson seeks to provide customized and flexible liquidity solutions for private equity investors through the use of structured solutions with existing investors or outright purchases of portfolios which are subsequently structured into different securities. Dawson has currently over US\$19.0B under management. Dawson is seeking diverse, energetic, and dynamic individuals who thrive in a fast-paced, high-performance, entrepreneurial environment.

The Associate/Senior Associate, Compliance, plays an essential role in developing and implementing compliance processes and procedures, ensuring compliance with firm obligations, and supporting the firm in achieving its business goals.

Reporting to the Vice President, Compliance, the Associate/Senior Associate is a highly organized and diligent individual who takes initiative and builds strong relationships across the firm.

Role-Specific Accountabilities

- Assists in implementation of compliance policies and procedures in accordance with regulatory requirements, firm policy, and client guidelines
- Assists in revising compliance procedures and policies periodically
- Conducts internal compliance reviews to ensure the effectiveness of compliance procedures and operational controls
- Responsible for day-to-day maintenance of compliance logs and records
- Evaluates and continuously improves the efficiency of controls
- Assists with preparation and delivery of compliance training
- Assists in conducting compliance reviews and drafting compliance reports
- Assists on special ad-hoc projects and reporting initiatives as required
- Builds and maintains relationships at all levels of the firm
- Leverages technology to develop key metrics, compile data and create reports
- Liaises with external compliance consultants and providers
- Reviews and compiles responses to investor queries

Education, Experience & Capabilities

- University undergraduate degree or relevant certification from a recognized institution
- At least 2 years of experience working in a compliance, legal, risk or similar role
- Experience in an investment management, financial services or regulatory organization
- Excellent verbal and written communications skills
- Strong critical thinking, analytical and problem-solving skills
- Proven ability to deliver on projects and demonstrated ability to meet strict deadlines by multitasking and prioritizing assigned deliverables under pressure
- Strong interpersonal and relationship building skills, and can work effectively with multiple stakeholders across all levels of the organization
- Highly ethical, diplomatic, respectful, organized, flexible, personable, diligent, accountable, and strong attention to detail

- Proficient in Microsoft Office Suite - Microsoft Word, PowerPoint, and Excel

Our Commitment to Inclusion and Diversity

At Dawson, we are committed to being a truly diverse firm and fostering an inclusive and supportive culture. Employing a talented, diverse, and inclusive workforce is more than just an obligation; it is a critical component of our growth aspirations and a competitive advantage of our Firm.

In addition, we are committed to fostering an inclusive and accessible recruitment experience where all candidates are valued, respected, and supported.

If you require an accommodation for any part of the recruitment process (including alternate formats of materials, accessible meeting rooms, etc.), please let us know, and we will be pleased to work with you to meet your needs.

To apply:

Send a copy of your resume to careers@dawsonpartners.com and reference the role title, Associate / Senior Associate, Compliance in the subject line.

We thank you for applying, however, only those selected to continue will be contacted.