

**Role Title****ANALYST/ASSOCIATE, Capital Management****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\$12.3B under management. Dawson is seeking diverse, energetic and dynamic individuals who thrive in a fast-paced, high-performance, entrepreneurial environment.

The Analyst/Associate plays an essential role in assisting with capital raising, investor relations and syndication efforts with Limited Partners (“LPs”) and supporting the firm in achieving its business goals. The Analyst/Associate will interface with members of the deal team, legal/compliance department, operations department and other groups within the firm. The Analyst/Associate will execute on multiple projects at one time such as the execution of investor due diligence requests and investor marketing materials.

Reporting to the Principal, Capital Management, the Analyst/Associate will be an integral member of the Capital Management team. The role requires an energetic, self-motivated and team-oriented individual who thrives in a fast-paced, high-pressure and entrepreneurial environment.

**Role-Specific Accountabilities**

- Prepare materials for investor due diligence requests and building relevant investor-focused models
- Prepare fundraising offering materials and select quarterly reporting materials
- Develop financial models used to support fundraising efforts
- Maintain internal systems and infrastructure, including CRM, reporting databases and data rooms
- Execute ad hoc business development initiatives including strategic projects
- Develop familiarity with legal, product and market issues associated with fundraising marketing materials
- Execute detailed research and analysis to assist in new LP origination
- Collaborate and support other Dawson professionals to strengthen relationships with Dawson LPs

**Education, Experience & Capabilities**

- 1-5 years of professional experience in private equity, investment banking, asset management and/or investor relations
- Undergraduate degree, preferably in commerce or business administration
  - Post-graduate degree / MBA / CFA designation considered an asset
- Fundamental financial modeling ability
- High degree of maturity, professionalism and integrity
- Superior communication skills both written and oral
- Meticulous attention to detail and accuracy in work output
- Proven ability to meet deadlines and work well under pressure
- Strong proficiency in Excel and experience in building complex financial models in addition to PowerPoint

**Our Commitment to Inclusion and Diversity**

At Dawson Partners, 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](mailto:careers@dawsonpartners.com) and reference the role title **Analyst/Associate, Capital Management** in the subject line.

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