

## Job Description

**Company:** Probitas Partners  
**Location:** San Francisco, CA or New York, NY  
**Apply to:** Caryn Feinberg, Managing Director, at [cpf@probitaspartners.com](mailto:cpf@probitaspartners.com)  
**Industry:** Private Equity/Investment Banking  
**Position:** Analyst, Project Management (San Francisco / New York)

### About Probitas Partners

Probitas Partners is a leading independent placement agent. The firm is headquartered in San Francisco, California, with offices in New York, London and Hong Kong. Probitas' sole business is raising capital for the highest-quality fund managers across the alternative investment's spectrum including: private equity, real estate, real assets, and private credit. Services include fundraising, direct capital raising and secondary advisory. Founded in 2001, Probitas has raised over \$109 billion for over 155 managers. For more information please visit [www.probitaspartners.com](http://www.probitaspartners.com).

### Description

The firm is seeking a self-motivated individual (one to three years of relevant experience) to work in its project management group in the execution of fund placement and secondary transactions.

### *Responsibilities:*

- Assist in the execution of fund and direct capital raising, and secondary transactions
- Assist in the preparation and drafting of offering and diligence materials
- Conduct research and diligence efforts
- Assist in the coordination of road shows
- Liaise between sales team and clients over the fundraising cycle
- Advise fund sponsors regarding fundraising strategies

### *Qualifications & Experience:*

- One to three years in an investment banking or professional services firm offering pertinent experience. Select candidates will be considered immediately after undergraduate graduation
- College degree and a distinguished academic background
- Strong financial and analytical skills
- Very strong communication skills and writing ability
- Ability to work independently, and as part of a cohesive deal team