ASSOCIATE (FUNDRAISING & CAPITAL FORMATION)

New Era Advisors | Washington, DC

About New Era Advisors

New Era Advisors is a boutique placement agent and fundraising advisory firm dedicated to partnering with breakout emerging fund managers from a diverse array of backgrounds, including those led by women and diverse GPs. We work across buyout, growth equity, venture capital, and private credit strategies, typically with funds in the $250M-$1B range.

Founded and led by Beth Rahn, a 17+ year private markets fundraising executive, we believe that diverse perspectives drive superior investment outcomes, and we're committed to helping underrepresented managers access institutional capital. Our work sits at the intersection of investments, relationship-building, and impact - connecting breakout managers with institutional investors seeking access to the next generation of top-performing funds.

The Opportunity

We are hiring our first Associate — a foundational role at a growing boutique firm dedicated to expanding institutional capital access for emerging managers from a diverse array of backgrounds. You will work directly with our Founder & Managing Partner across all active client engagements, gaining hands-on, end-to-end exposure to institutional fundraising and the full lifecycle of a private markets capital raise.

As our Associate, you'll support active placement and advisory mandates, contribute to new client prospecting and diligence, and help build the systems and relationships that power our growth. This is a full-time hybrid role based in our Dupont Circle office in Washington, DC (3 days in-office, 2 days optional remote each week, subject to required business travel) that offers unparalleled exposure to private markets fundraising and the emerging manager ecosystem.

New Era launched two years ago, has built a strong foundation with meaningful client relationships and early success, and is now at an inflection point of significant growth. Joining at this stage means getting in on the ground floor of that growth, with real opportunity to grow your role, responsibilities, and career alongside the firm.

What You'll Do

- Support existing placement client fundraises: manage and progress LP pipelines, support LP meeting preparation (including profile refinement and materials coordination) and follow-up, support LP due diligence processes and track follow-through items
- Conduct LP research and build targeted outreach lists across institutional investors — including pensions, endowments, foundations, family offices, and funds of funds — utilizing industry databases (Dakota, Preqin, PitchBook); conduct direct outreach to LP prospects

- Prepare pipeline reports and investor tracking materials to support client reporting and communications
- Coordinate logistics for, and attend, industry conferences and networking events
- Support fundraising advisory engagements — reviewing GP materials, executing follow-up support for advisory GPs, building and maintaining resource libraries, and preparing frameworks and templates
- Support new client prospecting and diligence — research, tiering, outreach and relationship building, and assessing fundraising viability of prospective clients
- Manage and maintain the CRM (Salesforce) with rigor and discipline
- Utilize AI applications to enhance firm efficiency and client service
- Perform other duties and responsibilities consistent with your position as directed by the Founder & Managing Partner

Who You Are

Required

- 2–3 years of professional experience in private equity, venture capital, investment banking, consulting, asset management, or institutional investing — including experience at a placement agent, institutional investor, or family office
- Exceptionally strong analytical skills with advanced proficiency in Excel and PowerPoint
- Proficiency with AI tools (e.g., Claude) to enhance research, drafting, firm operations, and day-to-day efficiency
- Outstanding written and verbal communication skills, with strong attention to detail
- Demonstrated comfort with client- and LP-facing communication, outbound outreach, and relationship-building
- Comfort managing a CRM with discipline
- A self-starter who thrives in a small, entrepreneurial, fast-paced team environment; comfortable managing multiple projects simultaneously
- Intellectually curious, with a learning mindset and strong work ethic
- Willingness to obtain FINRA SIE, Series 7 or 82, and Series 63 licensing (or current holders)
- Genuine interest in private markets, emerging managers, and impact-driven investing, with a passion for advancing diversity and opportunity in finance

Preferred

- Existing FINRA licensure (SIE, Series 7 or 82, Series 63)
- Bachelor's degree in finance, economics, or a related field

Compensation & Benefits

- Annual rate of base salary: $85,000–$95,000. Target total compensation: $100,000–$115,000, including discretionary annual performance bonus opportunity. Compensation will be commensurate with experience.
- Hybrid work arrangement: 3 days in-office (Dupont Circle), 2 days optional remote each week, subject to required business travel
- Benefits package includes medical and dental insurance, 401(k) plan participation, and paid time off
- New Era covers all reasonable costs associated with FINRA licensing, exam preparation, and continuing education, subject to customary reimbursement policies
- Direct mentorship and exposure to institutional fundraising and private markets
- Opportunity to build meaningful relationships across the emerging manager ecosystem

FINRA Licensing Requirement

This role requires registering as a FINRA Registered Representative of Old City Securities, New Era's broker-dealer affiliate — a standard requirement for placement professionals. The process is straightforward: it involves passing the SIE (Securities Industry Essentials), a securities license exam (Series 7 or 82), and a state law exam (Series 63). New Era fully supports you through this process — we cover reasonable licensing and exam prep costs, and you'll have direct guidance from our team at every step. No prior licensing experience is required; many placement professionals obtain these licenses on the job.

Why This Role Matters

This isn't just about managing LP pipelines or building target lists - though you'll do both. You'll be part of a mission to reshape who has access to capital and opportunity in private markets. You'll see firsthand how relationships are built, how institutional capital flows, and how emerging managers navigate the fundraising landscape. Most importantly, you'll contribute to work that creates pathways for underrepresented investors to build firms that will shape the next generation of private equity.

How to Apply

Please submit your resume and a brief cover letter (no more than one page) explaining your interest in New Era Advisors to recruiting@new-era-advisors.com.

Applications will be reviewed on a rolling basis. Early applications are encouraged.

New Era Advisors is an equal opportunity employer. We welcome applicants from all backgrounds.