

ROLE SPECIFICATION

for the position of: Internship – Investor Services & Fundraising (min 6 months)
with: Buysse & Partners

THE COMPANY

Buyse & Partners is a Belgian based independent multi-strategy investment firm. The firm has been committed to alternative investments for more than a decade. Buyse & Partners co- invests its capital with private investors in private equity and real estate in Europe and Latin America. The firm has a proven track record with above market returns since inception in 2008. Buyse & Partners' investor base grew substantially in recent years alongside the growth of the investment strategies.

CANDIDATE PROFILE

As Intern of the Investor Services & Fundraising Team, Buyse & Partners is looking for a professional with 0 to 2 years of first-class experience, particularly in a finance related environment. The candidate has strong interest or experience in investor relations, fundraising, business development and/or deal sourcing within a private bank, asset or wealth manager, investment firm, multi-family office or placement agent.

As a personality Buyse & Partners values people that are reliable and trustworthy, proactive, dedicated to high ethical standard, no-nonsense, hands-on, team player, with a can-do attitude and high energy.

RESPONSIBILITIES & TASKS

Investment strategy (fundraising)

- Helping to implement strategic fundraising plan
- Managing fundraising processes using the firm's CRM and analyse the statistical data during fundraisings (prepare weekly reporting tools, preform analysis, participate in weekly fundraising meetings, ...)
- Manage virtual data rooms and data room access

Customer journey & engagement (investor relations/client service)

- Active participation in the implementation of the firm's strategy to achieve excellence in client service of existing investors incl. investor onboarding and customer journey. Aim for "wow factor" client experience.
- Monitoring of client service strategy KPIs

Digital ways of working

- Helping the firm to further move to digital ways of working
- Assess new and untapped digital ways of fundraising and client service through tech platforms + promote & implement digital ways of working incl CRM implementation and use across the firm, in cooperation with the COO

Networking

- Manage the networking agenda for high level/smart networking for fundraising & deal sourcing (e.g. planning business trips and roadshows, building agenda's, updating CRM, follow-up contacts, etc ...)
- Participate in networking events and create or increase the firm's visibility in an international context
- Analysis of databases/data scraping

KEY CAPABILITIES & QUALIFICATIONS

- Master's degree
- Digital native
- CRM system experience
- Planning skills/project management experience
- Accurate and structured
- Process-driven with attention to detail and accuracy
- Affinity with impact/ESG
- Strong verbal and communication skills/high level of empathy with ability to build trusted relationships
- Exceptional investor servicing skills
- Loves to network
- Understands the global investment industry and its mayor players and stakeholders
- Follows the macro-economic environment
- Ability to think outside the box and bring creative ideas to the table
- Persistence in doing something despite difficulty or delay in achieving success
- Multilingual (Dutch/English/French)
- Proficient in Microsoft Office, particularly Excel and Power-Point
- Driven and proactive with the ability to take initiative
- Candidates should be energetic, team-oriented individuals with fresh ideas and innovative solutions.