To apply, please email your resume and any additional information to careers@capdyn.com

Role: **Senior Associate, Client Relations (Private Equity)**

Location: **Munich (Germany)**

Contract Type: **Permanent (Full-time)**

Work Location: **Hybrid – Office 4 days per week.**

About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including Private equity (primaries, secondaries and direct investments) and Clean Energy.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 15 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

Role Purpose:

The Senior Associate, Client Relations, plays a pivotal role in enhancing the ***client experience*** by delivering exceptional service and communication to our investors.

This position supports key processes such as fundraising and investor relations, client servicing and onboarding, investor reporting, and ongoing relationship management, ensuring a timely and accurate response to client needs.

With a proactive approach and strong collaboration across teams, the senior associate contributes to building lasting client trust and driving the firm's success.

Fluency in **English** and **German** is essential to effectively serve a diverse client base, while proficiency with ***French, Spanish, or other European languages*** are also highly desirable.

Key Tasks and Responsibilities:

- Provide proactive, high-quality support to investors, maintaining a service-oriented approach that prioritizes strong customer service.
- Build and maintain strong relationships with clients, demonstrating excellent communication and interpersonal skills.
- Respond to client queries promptly and professionally via phone, email, and other communication channels to enhance the client experience.
- Act as a key point of contact between clients and internal teams, ensuring clear and effective communication.

- Collaborate closely with Business Development (BD) and Sales, Investment Team (IM), and Product Development (PDS) teams to support fundraising and closing processes.
- Ensure all fund closing-related documentation and communication are accurately prepared and delivered.
- Manage post-fundraising communication to clients and Sales in a timely and organized manner.
- Facilitate a seamless client onboarding process by liaising with Legal, Tax, and Compliance teams as needed.
- Ensure that onboarding documentation is complete, accurate, and compliant with internal and external requirements.
- Provide clients with updates on fund performance, regulatory developments, and other relevant information to strengthen trust and engagement.
- Managing the client portal to ensure timely updates and accurate information, facilitating a seamless client experience.
- Collaborate closely with fund administrators, tax preparers, and auditors to manage required deliverables and address client queries related to their areas.

Key Competencies:

- Good all-round understanding of private markets / alternatives investment / financial services operations developed working in a fast-paced environment.
- Experience managing or supporting AML and KYC procedures for clients in a global setting.
- Previous experience supporting regular client reporting, including investor reports.
- Experience coordinating with Legal / Compliance / IM /Marketing & Communications teams and third-party service providers.

Skills and Qualifications:

- Exceptional relationship management experience with a client first approach.
- Extensive experience in investor relations / client relations /client servicing / client solutions / investor relationship management within private equity or alternative asset management.
- Strong expertise in anti-money laundering (AML) / know your client (KYC) requirements is preferred.
- Previous experience supporting regular client reporting, including investor reports.
- Minimum Bachelor's degree. Master's degree / MBA preferred or additional credentials, including CFA, CAIA, or CPA are a bonus.
- Must be fluent in German & English. Working knowledge of French, Spanish is highly desirable.

Diversity & Inclusion:

Capital Dynamics is an Equal Opportunity Employer and is committed to creating a global diverse workforce. We are a global company with 23 nationalities represented across our staff in 13 offices, spanning North America, Europe, the Middle East, and Asia. We believe diversity and inclusion ("D&I") is key to being better at what we do, and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.

Please inform our recruitment team if you have a disability, condition or difference that may require us to make any adjustments as part of your application process or during employment.