

# TIMBER BAY

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## PARTNERS

**Position:**

Investor Relations Professional (title commensurate with experience).

**Firm Overview:**

Timber Bay Partners, LLC (“Timber Bay”) is a private equity firm focused on GP-led secondary transactions headquartered in Cincinnati, Ohio and founded in 2016. The Founders have invested together in the strategy for over 15 years. Timber Bay has an institutional investor base that includes pension plans, health systems, insurance companies, endowments, foundations and family offices. Timber Bay has AUM of \$720 million as of 12/31/2023. The firm prides itself on a driven, midwestern environment and small team culture.

**Position Overview:**

The Investor Relations Professional will play a critical role in ensuring the seamless execution of all activities related to fundraising, client relations, and marketing. The role requires a proactive, organized, and detail-oriented individual with a passion for process improvement and client service excellence.

**Responsibilities Include:**

- Proactively contact existing clients, prospective clients and consultants.
- Maintain comprehensive records of investor interactions and deliverables, ensuring timely follow-up and task completion.
- Assist with the preparation and distribution of marketing collateral, such as pitchbooks, RFP responses, and investor reports.
- Schedule meetings and coordinate logistics for investor meetings and roadshows, including preparing itineraries and briefing documents.
- In consultation with the Finance and Compliance teams, ensure all investor communications adhere to SEC and other relevant regulatory requirements.
- Collaborate with outside private placement firm to ensure seamless fundraising process.
- Collaborate with internal teams to gather and provide information for investor requests.
- Collaborate with the Finance and Compliance teams to maintain accurate investor records, ensure accurate reporting of investment performance and compliance with contractual obligations.
- Continuously assess and enhance workflows to improve efficiency and accuracy in documentation and data management.

**Characteristics:**

- Self-motivated, highly organized with excellent attention to detail and strong project management skills.
- Strong communication skills, both written and verbal, with a focus on professional and client-friendly interactions.
- Proficiency with CRM tools.
- Proficiency with Microsoft PowerPoint.
- Ability to work independently and collaboratively in a fast-paced environment.
- Willingness to travel as needed.

**Qualifications:**

- Minimum of 5 years of experience in investor relations, private equity fundraising, or related role.
- BS/BA from four-year college or university.

**Benefits:**

- Timber Bay offers compelling benefits including employer paid healthcare and dental insurance, retirement plans, unlimited paid time off and a flexible work environment.

Interested candidates should email [jobs@timberbaypartners.com](mailto:jobs@timberbaypartners.com).