

# LL FUNDS

## Investor Relations Associate

### About the Position

LL Funds, LLC ("LL"), a specialist in asset-backed securities, fixed income and private credit, is seeking an Associate for our Investor Relations team. The ideal candidate will have 3+ years of experience in capital raising, new business development and client service for private investment funds focused on asset-backed securities, fixed income or private credit. The successful candidate will play a key role managing and supporting execution of our capital raising and client service processes. In addition to a proven credit background, the opportunity will require exceptional communication skills, strong quantitative ability, demonstrated initiative, team orientation and a high desire to engage with investors, understand their needs and build their trust. In-office with remote options. Philadelphia, PA office. Highly competitive salary and benefits.

### Specific Responsibilities

- Support efforts to originate, manage, grow and close prospective investor relationships across RIA, high-net-worth, family office, institutional, OCIO, placement agent and advisory platform channels.
- Support efforts to cultivate and grow existing firm relationships.
- Collaborate with internal teams and senior leadership to identify opportunities, evolve communication and messaging and integrate investor feedback.
- Serve as a point of contact for current and prospective investors, ensuring clear and consistent communication and short-response-time support, updates and reporting to strengthen investor relationships and trust.
- Work with team to continually refine and improve materials and communication.
- Day-to-day activities, including:
  - Planning and organizing client meetings (creating materials, agendas, etc.).
  - Creating, maintaining and refining presentation materials.
  - Communicating weekly, monthly and quarterly investor reporting and metrics, as needed.
  - Maintaining real-time CRM updates and supporting various diligence databases and processes.
  - Working collaboratively and cross-functionally with investment professionals, compliance, legal and accounting, as needed.
- Perform related duties as assigned.

### Skills & Experience Required

- Bachelor's degree or equivalent in Mathematics, Economics, Finance or a related field; advanced degrees or certifications are a plus
- 3+ years of applicable professional experience, including experience focused on credit-related strategies.
- Understanding of asset-backed securities, loan structures and credit analysis and strong communication skills to credibly articulate complex concepts in compelling ways.
- Well-developed analytic, problem-solving and quantitative skills, with exceptional attention to detail and high proficiency in MS Office applications and related software/applications with a technology-first mindset for simplifying and improving processes. Strong PowerPoint skills are essential.
- Ability to take initiative, execute and complete error-free deliverables in a timely manner; exceptional organizational skills and the ability to prioritize tasks, balancing both immediate and long-term assignments to meet objectives.

- Outstanding interpersonal skills and the ability to listen, collaborate, establish and build relationships with partners, investors and the team.
- Strong sense of urgency and follow-through.
- Problem solver with outstanding work ethic and integrity.
- Willingness to ask questions and challenge status quo.
- Flexibility and adaptability to changing conditions based on priorities.
- Willingness and ability to work during non-standard hours as needed.

### **About LL Funds**

Founded in 2009, LL Funds (LL) is an independent investment manager with approximately \$2.2B AUM, specializing in asset-backed securities, fixed income and private credit.

LL has a highly collaborative, creative, team-based environment that values initiative, productivity and independent thinking. Successful candidates will be motivated self-starters and strive for results, have the highest ethical standards and the ability think creatively to help achieve optimal outcomes for investors. He or she will be a team player, a natural collaborator and enjoy interacting with individuals at all levels.

LL offers competitive compensation, excellent employer-paid benefits, generous vacation time and in-office lunch.

LL is an Equal Opportunity Employer.

### **Application Process**

Please email your resume and cover letter to [careers@llfunds.com](mailto:careers@llfunds.com) and mention **Investor Relations Associate** in the subject line of your email. Principals only—no search firms.