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## **Investor Relations Associate (Ft. Worth, TX)**

### **About TPG**

TPG is a leading global alternative asset firm with a long history of investing in growth, change, and innovation. Founded in San Francisco in 1992, the firm now manages more than \$91 billion with investment and operations teams in 12 offices around the world. TPG invests across a range of asset classes including private equity, growth equity, real estate, impact investing, secondaries, and public equity. Across all our strategies, we maintain a rigorous investment process and a deep, research-based approach to theme and sector development. TPG has an active portfolio of more than 250 companies, with current and past investments including Airbnb, Beautycounter, CAA, Calm, Cushman & Wakefield, McAfee, Spotify, and Uber.

The Investor Relations Associate will be a member of the Investor Relations team located in Fort Worth.

### **Requirements**

- 2-4 years of applicable investor relations, marketing, or financial services experience
- Strong Excel/analytics skills; proficient in all Microsoft Office applications; Salesforce or CRM skills a plus
- Strong customer service mentality and demonstrate the ability to escalate issues when needed, while building strong relationships across multiple functions
- Strong organizational skills, ability to multi-task and prioritize workload effectively
- Candidate must possess excellent written and verbal communication skills and must have demonstrated track record of handling sensitive and confidential information in a professional manner
- Ability to work both independently and in a team-oriented environment and across group lines

### **Principal Responsibilities**

- Interact and communicate with Limited Partners (LPs) to ensure that LP requests, inquiries and needs are being handled in a timely manner
- Work closely with Fundraising and Firm Services (Accounting, Financial Applications, Legal, Compliance, etc.) to ensure that internal teams are aligned on LP requests and any outbound communications to LPs
- Investor on-boarding support
- Help to manage pitchbook, newsletters and other respective reports sent to investors
- Identify technology advancements to best analyze current processes / workflows and recommend change to drive efficiency throughout the Investor Relations, Fundraising and Firm Services teams