



# CIRCULATE CAPITAL

## Investor Relations Manager

Circulate Capital is a Singapore-based leading impact investment firm driving a circular economy by investing across the recycling value chain and next-generation materials in high-growth markets. In partnership with global brands and financial institutions, the firm scales supply chain solutions that deliver economic, social and environmental value. Founded in 2018 by supply chain experts and industry leaders, including PepsiCo, Procter & Gamble, Dow, Danone, Chanel, Unilever, The Coca-Cola Company, Chevron Phillips Chemical and Mondelēz International.

The firm currently manages c.US\$485 Mn in AUM for South Asia, Southeast Asia and Latin America and is in the process of scaling its Asia growth private equity strategy. To learn more, please visit [our website](#).

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<b>Role:</b>	Investor Relations Manager
<b>Reports to:</b>	Head of Fundraising (based in the UK)
<b>Location:</b>	Remote or hybrid, depending on location. Candidates must be based in the UK.
<b>How to apply:</b>	<a href="#">Click here to apply</a>

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### Opportunity:

Circulate Capital is seeking an entrepreneurial, motivated and detail-oriented Investor Relations Manager to execute fundraising and investor relations activities during a critical phase of the firm's growth.

This role provides the opportunity to partner with senior leadership on a global fundraising effort spanning corporates, development finance institutions, family offices, pension funds, and other institutional investors. The Manager will contribute to and lead a diverse suite of investor engagement activities, including management of ongoing investor relations and reporting requirements, fundraising materials preparation, due diligence management and investor closing management and onboarding, and will influence the processes and shape of the Investor Relations function in this next phase of growth, with potential toward a more investor-facing career path.

This is a full-time position. Occasional travel may be required for investor meetings or events.

### Key Responsibilities:

#### Investor Relations Program

- Oversight of the overall Investor Relations program calendar across committee meetings and reporting commitments
- Project manage key reporting requirements, working closely with Investment Team, Impact, and Finance to execute high-quality investor deliverables
- Manage preparation of committee meeting materials, supporting team members with preparation of key messaging

#### Presentations and Materials Development



## CIRCULATE CAPITAL

- Lead the development of compelling fundraising materials for investor discussions, including pitch presentations, investor updates, AGM and LPAC content
- Collaborate on production and refinement of messages that align with investor expectations and the firm's positioning
- Assist in building high-quality materials for conferences, roadshows and due diligence sessions, with demonstrated ability for quality control and attention to detail

### **Market Analysis and Investor Pipeline Research**

- Lead market research on prospective LPs across institutional investors, DFIs, corporates, family offices and impact-focused allocators
- Synthesize investor information and intelligence into strategic briefing notes and LP profiles to support investor targeting and business development efforts
- Maintain and share an informed perspective on the global private equity fundraising environment as it relates to Circulate Capital's strategy

### **CRM Management**

- Optimize and manage Circulate Capital's CRM system, ensuring accurate tracking of all investor engagements
- Develop processes to improve follow-up discipline, workflow management and pipeline reporting
- Investor Meetings and Onsite Visits
- Coordinate investor meetings and calls, including scheduling, materials preparation and internal briefing notes
- Track key follow-ups and proactively manage investor engagement momentum alongside other team members

### **DDQs, RFPs and Investor Requests**

- Direct the continuous updates of the investor data room to support ongoing inbound fundraising interest
- Lead and project manage responses for DDQs, RFPs and other investor requests
- Work cross-functionally with internal teams to compile data, maintain organized due diligence folders and ensure timely, accurate responses
- Draft and refine high-quality written responses that reflect consistent messaging and an understanding of investor priorities



## CIRCULATE CAPITAL

### Fundraising Process Support

- Own data management for fundraising workstreams, including pipeline trackers, due diligence libraries and conference calendars
- Prepare internal updates and progress summaries for senior leadership
- Contribute to a collaborative team environment globally spanning time zones across Latin America, Europe and South and Southeast Asia
- Lead investors through the closing process, managing close coordination with key stakeholder groups such as Compliance, Finance, fund administrators and legal counsel

### Key Competencies:

- At least four years of experience in private markets. Experience within a placement agent or fast-growing private equity firm is preferred
- Strong understanding of private equity investment models, investor expectations and fundraising processes
- Self-starter with the ability to initiate work, drive execution of processes, and the maturity to seek strategic guidance for support
- Demonstrated ability to work directly and develop relationships with diverse internal and external stakeholders
- Strong communication skills. Ability to translate information into clear, concise and investor-ready messaging
- High attention to detail and excellent project management skills across multiple parallel workstreams, with the ability to effectively communicate and manage stakeholder expectations throughout a process
- Proficiency in Google Workspace is a plus
- Comfort working in a remote environment, with the maturity and initiative to manage independent work while collaborating virtually across time zones
- Interest in impact investing or willingness to develop expertise in the sector

We are actively creating a workplace where authentic communication, collaboration, and inclusion enable people to become their best selves, both personally and professionally, while pursuing a career with purpose and impact. Circulate Capital is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and to complying with all applicable equal employment opportunity laws.