**Position:** Senior Project Manager

**Division:** Capital Raising

# Location: New York, NY

# Summary

# The Senior Project Manager (SPM) will be responsible for directing several aspects of the operational side of the Capital Raising team’s activity, specifically relating to funds management and SMA development. The SPM will report to the Managing Director, Capital Markets. The SPM will drive distribution support, marketing collateral, due diligence request, quarterly fund LP presentations and client service. This key person is responsible for creating and managing the operational end of the capital raising process and keeping immediacy to the engagement with investor targets.

The SPM is across all investor/consultant engagements to create efficiencies and will need to think strategically and tactically to direct the advancement and augmentation of the capital raising process.

# Responsibilities

* Responsible for the formation and maintenance of marketing materials including;
  + Teasers, Pitchbooks and related customized material
  + Pitchbooks
  + Fund Data room materials (Fund PPMs, etc.)
* Responsible for due diligence requests from investors and consultants including;
  + Quarterly questionnaires
  + Answering inquiries from prospective investors /consultants
  + Extensive, customized DDQs from investors/consultants
  + Operational DDQ/presentations
* Distribution Support including;
  + Preparing the Distribution professional with summary materials on target, competitive intel on existing GPs for the target
  + Managing CRM entries
* Lead onboarding process with Compliance, Legal and Accounting to ensure the completion of the legal review/negotiation and onboarding process
* Track competitive and market activity: develop a systematic process to capture activity within the CRM so Distribution and Senior Professionals are prepared with a comprehensive view of the market players and those that manage money for our current/target investors
* Manage lead generation for better insight into target consultants and investor sets
* Client Service: Coordinate and oversee the proper and timely responses to current LP inquiries
* Product Development: assist with development of new product ideas.  The PM will be directly involved with developing a professional product development process (i.e., demand assessment, competitive analysis, etc.).

# Skills:

# 10-15 years of project management experience with leading firms and quantifiable results in being part of a team that has raised institutional capital (preferably from varied investor types and consultants)

# Preferable experience in RE, RE Credit and/or Alternative Asset Classes

# Organizational effectiveness, experience managing junior professionals

# Detail oriented.

# Good working familiarity/ knowledge of ACORE competitors, investors and consultants

# Compensation: As an equal opportunity employer, ACORE Capital offers a competitive benefits package and salary/bonus commensurate with experience.

# To apply: Please submit your resume to [careers@acorecapital.com](mailto:careers@acorecapital.com) with the subject line ‘Senior Project Manager – Capital Raising’.

**About ACORE**

ACORE Capital, LP is one of the largest private credit managers focused on commercial real estate lending. ACORE originates, acquires, and manages first mortgages, B-notes, mezzanine debt and preferred equity throughout the United States. With approximately 100 commercial real estate professionals situated across offices in San Francisco, Los Angeles, Dallas and New York, ACORE specializes in providing borrowers with customized financing solutions at competitive rates and flexible terms. For more information, please visit [www.acorecapital.com](http://www.acorecapital.com).