

BAIRD PRIVATE EQUITY POSITION DESCRIPTION

JOB TITLE: Fund Analyst, Baird Capital

LOCATION: Chicago
REPORTS TO: COO, Baird Capital
DATE: December 2022

SUMMARY:

Baird Capital makes venture capital, growth equity and private equity (PE) investments in strategically targeted sectors around the world. Having invested in more than 335 companies over its history, Baird Capital partners with entrepreneurs and, leveraging its executive networks, strives to build exceptional companies. Baird Capital provides operational support to its portfolio companies through teams on the ground in the United States, Europe and Asia, a proactive portfolio operations team and a deep network of relationships, which together strive to deliver enhanced shareholder value. Baird Capital is the direct private investment arm of Robert W. Baird & Co. For more information, please visit www.BairdCapital.com.

Baird Capital is seeking a dynamic professional to work directly with the investment teams, portfolio operations and COO on fund valuations, quarterly reporting to investors, portfolio review materials and portfolio FP&A. Successful candidates will be highly motivated individuals that possess strong communications, accounting and analytic skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work directly with investment teams, Fund Finance team and the COO - draft quarterly valuation analysis for all venture and PE portfolio companies and participate in quarterly valuation committee meetings. In addition, takes point on the collection of data and responses to the Fund auditors as part of the annual audit process.
- Leverage portfolio monitoring software to collect and report monthly financial information for all venture and PE portfolio companies.
- Draft quarterly write-ups for each portfolio company to be included in quarterly reporting packages provided to our limited partners. Write-ups include high-level financial performance updates and updated performance commentary.
- Stay current with portfolio company performance by reading board decks, Sales Force postings and participation in investment team meetings and portfolio reviews.
- Assist with preparation of portfolio review materials, investor relations decks and annual meeting materials.
- Produce fundamental financial analytics of portfolio companies (trends, KPI's, etc.) and report out to the investment teams on a quarterly or ad hoc basis.
- Point person working with the Fund Finance team on materials / data need for investment capital calls and realizations.
- Potential to assist with investment due diligence and Investment Committee materials
- Other duties as assigned

This description is not intended as a complete list of specific duties and responsibilities.

QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance with a minimum of 5 years of relevant experience; public accounting and/or FP&A experience in financial markets preferred.
- Attention to detail, accuracy and reliability with a drive for continuous improvement.
- Strong written and verbal communication skills with the ability to work effectively as a team player.
- Problem-solving and analytical skills with the ability to take ownership as needed with a desire for continual learning.
- Organizational and time management skills with the ability to work independently, complete multiple concurrent responsibilities, proactively communicate and take initiative.
- Aptitude in utilizing technology / products to drive improvements and efficiencies; proficient in Microsoft Office products with an emphasis on Excel and Power BI.
- Experience/knowledge on valuation modeling is a plus