

Analyst/Associate: Investor Relations

Location: Atlanta or Nashville preferred; remote option possible

Hire Date: Immediate

Hiring Manager: John Coleman, Managing Partner

Contact: careers@sovereignscapital.com

Overview of Sovereign's Capital and the investor relations role

Sovereign's Capital is a premiere faith driven investment firm globally, with strategies including private equity, venture, public equities, real estate, and fund investing. Founded in 2012, Sovereign's mission is to "love God and love our neighbor through investing." We seek to partner with funds, companies, and real estate developments seeking to foster human flourishing and love of neighbor. Importantly, we are not a concessionary manager but seek at or above market returns in each strategy, while staying aligned with these values.

We are seeking an analyst or associate to help direct our work with limited partners. This person would need to be of the highest integrity, deeply aligned with the mission of Sovereign's Capital, and committed to architecting this platform for growth. They would play a leading role in organizing us for fundraising, tracking conversations, developing marketing materials, conducting outreach to clients, and raising capital for our funds. We are a rapidly scaling platform that provides ample entrepreneurial opportunities to build together. We are looking for an individual who wants to build new things, as opposed to caring for an existing platform.

See details below. Please send a resume to careers@sovereignscapital.com, along with a cover letter or video describing your interest and passion for the work we are doing. Due to the volume of expected submissions, unfortunately we won't be able to respond to every inquiry.

Thank you in advance for your interest in joining the Sovereign's Capital team!

Qualifications for this Role

- Bachelor's degree and 2+ years of experience in a client relations or sales environment; work in investment management preferred
- Extremely organized with a passion for detail; you have to be organized and disciplined to keep others organized and disciplined.
- Passionate dedication to client service and success. You must love our clients and do anything to serve them well.
- Proficiency in Excel and PowerPoint; experience in HubSpot preferred.
- Extreme self-starter, eager to work with autonomy and also broader support in a fast-paced growth-oriented environment.
- Is driven and humble. Takes his/her work very seriously, but doesn't take themselves too seriously. Has high standards and grace. Desires to work with a fast-moving team that holds excellence in very high regard.

- Can build detailed systems to elegantly track large numbers of opportunities and push forward conversations.
- Entrepreneurial with a dedication to the detailed work necessary to accomplish our vision; no task too big and no task too small.
- Prioritizes well and manages multiple competing priorities with discipline.
- Ready to accelerate and innovate on something a bold, new, unique strategy.
- Finds resonance with the Sovereign's Capital [Mission/Vision/Values](#).

Job Duties and Responsibilities

- Develop and maintain our limited partner database and organize us against opportunities for fundraising
- Work with the partners to track fundraising opportunities and conduct fundraising campaigns
- Bear responsibility for managing the systems we have in place for client success (e.g., HubSpot, our fund admin, our subscription platform, etc.) alongside other IR personnel
- Help to create marketing materials and maintain them
- Help to run client events
- Meet with clients alone and with more senior team members
- Hit fundraising targets for the firm
- Travel as needed; work irregular hours as needed

Compensation

- Competitive base salary commensurate with experience; possibility of annual bonus dependent on experience
- Other standard benefits, competitive for a firm of our size.