

INDUSTRY AFFAIRS ASSOCIATE (Washington, DC)

The Institutional Limited Partners Association (ILPA) seeks a highly motivated individual looking to work directly on the execution of the policy and industry initiatives portfolio of a global trade association representing institutional investors in private equity funds. The position reports to the Managing Director of Industry Affairs and will be located in our Washington, DC offices in the Farragut Square area. The ideal candidate has a strong interest in learning about and engaging in the private equity industry with 3 or more years of professional experience, and a background in private equity, finance, financial services, or banking.

Responsibilities:

Provide research and analytical support for the Industry Affairs activities of the ILPA.

- Support the ILPA's Industry Affairs activities through research and analysis related to global advocacy and best practices initiatives.
- Monitor and report on private equity industry developments internally, including: news about member organizations or impacting limited partners generally; emerging policy, regulatory or industry developments that could influence the ILPA's priorities, and responses to issues or outreach with industry stakeholders.
- Support the development/deployment/analysis of periodic issue-specific surveys with other departments as needed.
- Manage a repository of ILPA and third-party responses to legislative or regulatory issues on which the ILPA has engaged; maintain status reports for pending issues.
- Maintain a library of ILPA and third party industry data and analysis.
- Perform other research on specific policy or industry matters, as directed.

Provide internal project management support for all of ILPA's best practices and advocacy initiatives.

- Provide direct support to the Managing Director and Director of Industry Affairs in: organizing and managing working group calls and meetings, preparing and distributing agendas and supporting materials, producing meeting summaries, and tracking progress related to working group deliverables.
- Manage data for Industry Affairs activities in Salesforce, including list management, tracking outreach and engagement, running reports, and gathering information on members; maintain metrics on contributions to and utilization/endorsement of ILPA-produced best practices and standards.
- Develop reference materials for working group participants and assist with onboarding new members to working groups.
- Respond to inquiries from internal stakeholders, members and third parties on behalf of the Industry Affairs team.
- Manage all web content related to ILPA best practices initiatives and standards.
- Draft periodic internal and member-facing updates as directed by the Managing Director and Director of Industry Affairs.
- Coordinate with ILPA Communications team on website and public relations materials related to best practices and policy initiatives and deliverables.
- Create talking points and presentation materials to support the Industry Affairs team's participation at industry conferences and ILPA events.

Qualifications:

- Undergraduate degree plus 3+ years' experience preferably working in finance, financial services, banking, government relations, or a trade association focused on financial services. Background in private equity a strong plus; interest in private equity a must.
- Self-starter with exceptional written and interpersonal communication skills.
- Meticulous attention to detail and commitment to accuracy and high quality.
- Outstanding organizational skills with ability to prioritize tasks and work within tight deadlines.
- Team player and solutions oriented; able to work with geographically dispersed colleagues in a collaborative and productive manner.
- Working knowledge of spreadsheet (Excel) and presentation software (PowerPoint)
- Ability to partake in intermittent travel within the United States and Canada.

Submit resume and cover letter with "ILPA - Industry Affairs Associate (Last Name)" in the subject line to: jchoi@ilpa.org. EOE.

About the ILPA

The Institutional Limited Partners Association (ILPA) engages, empowers and connects limited partners to maximize their performance on an individual, institutional and collective basis. With more than 400 member institutions representing over US\$1 trillion of private equity assets under management, ILPA is the only global organization dedicated exclusively to advancing the interests of LPs and their beneficiaries through best-in-class education, research, advocacy and networking. For more information, please visit ILPA.org.