

Job Description Associate

Position:

Associate – Capital Markets

Position Overview:

The Associate will perform financial analyses, maintain essential internal and external reporting, and develop deliverables to support Rockbridge's Capital Markets team in raising third-party debt and equity capital and investor relations for the firm. In a hands-on, collaborative environment, the Associate must be a motivated self-starter and team player who enjoys contributing to an organization. Strong analytical skills, a passion for learning and continued improvement, and a drive for exceptional results are essential qualities. The Associate should be a problem-solver who enjoys challenges and varied responsibilities at a fast-growing and dynamic organization, with a proven track record of high achievement.

Key Responsibilities:

- Financial modeling and analysis
- Develop investor presentations
- Assist in the preparation of due diligence for investors
- Maintain key investment track record data
- Prepare and assemble required supporting compliance-related materials
- Write and proofread investor correspondence

Job Requirements:

- Minimum 4 years experience in consulting, private equity, or other investment-related field
- Strong financial modeling and analytical ability
- Very high attention to detail
- Process oriented
- Proven ability to write effectively and proofread
- Flexible and adept at multi-tasking in a deadline-sensitive environment
- Entrepreneurial individual with a high level of intellectual capacity, curiosity, and integrity
- Ability to excel in a fast-paced collaborative environment
- Excellent interpersonal, organizational, and communication skills
- Proficiency in Microsoft Excel, Word, and PowerPoint
- Bachelor's degree

Company Overview:

Rockbridge is an integrated hotel investment firm that has executed on over 325 hotel investments in 45 states over the past two decades. Since 1992, Rockbridge's team has invested nearly \$3 billion in the hospitality industry as part of approximately \$5 billion of total transaction capitalization. The principals of Rockbridge have formed and managed ten hospitality-focused investment funds across multiple platforms with predominantly institutional investors.

Contact Information: resume@rockbridgecapital.com