

**Job Description:** Investor Relations Professional (interim position)

**Location:** Singapore

## **About Us:**

Burda Principal Investments (BPI) is a leading growth VC with international coverage. We back world-class, consumer-facing digital technology companies driven by our deep market expertise in areas such as marketplaces & platforms, fintech, cybersecurity and AI. BPI is an active and supportive investor and we bring operational experience, hands on value-add and integrity to all our investment activities. Our portfolio includes successful start-ups such as Nord Security, Carsome, Vinted, BillEase & Aleph Alpha.

Our international team of 25 professionals operate from Munich, Berlin, London, and Singapore. Born out of media and tech company Hubert Burda Media, we leverage a vast network of global expertise and assets. At BPI, teamwork is at the core of our success. We foster a culture of curiosity, challenge, and continuous learning and are willing to go to great lengths to arrive at the right investment decisions.

## **Your role:**

We are looking for a dedicated and personable professional to support our Investor Relations responsibilities out of Singapore in **2Q25 & 3Q25**. Your mission will be to get involved and support all facets of our investor interactions – from fundraising activities to maintaining investor relationships, reporting and events co-ordination. The right candidate will be a self-starter who demonstrates a can-do attitude, strong interpersonal skills and attention to detail.

## **Your responsibilities:**

- **Fundraising –**
  - Co-ordination of fundraise alongside General Partners
  - Attend investor roadshows & meetings with investors
  - Update materials (i.e. pitch deck etc)
  - Completion of due diligence documents
  - Manage pipeline, updates in our internal tracking tool
  - Timelines & schedule management
  
- **Investor Relationships**
  - Every-day investor communications including special requests, enquiries

- **Reporting**
  - Support on the quarterly reporting process to our wider LP base
- **Events**
  - Helping to co-ordinate key events such as the AGM & Portfolio Days

## **Your qualifications:**

- Bachelor/Masters degree in relevant field (any work experience in relevant fields of investor Relations, Finance, Consulting, Investment Banking, Audit, Business Development etc. a plus)
- Committed work ethic, strong desire to learn and proactive/ outgoing nature
- Strict attention to detail
- Competent skills in powerpoint & excel
- Excellent written and oral communication/ interpersonal skills to communicate with a variety of different stakeholders
- Capability to work well in distributed teams and international working contexts
- English speaking, other languages a plus.

## **What we offer:**

- Joining our team means driving initiatives, creating impact and contributing to the success of our rapidly growing investment unit and the portfolio of companies we support.
- You will gain deep learning and hands on experience in dynamic processes, and access to a wide international network.
- As part of our commitment to your professional growth, BPI offers extensive development opportunities. This includes access to workshops, training programs, and the chance to attend relevant conferences, enabling you to stay at the forefront of industry trends and best practices.
- We offer various other employee benefits & schemes and competitive compensation for this type of role.

BPI is committed to providing equal opportunity within the hiring process and a respectful, safe, and welcoming environment for everyone who works with us, regardless of their gender identity and expression, sexual orientation, disability, physical appearance, race, age, or religion (or lack thereof).