

**Recruitment for the post of Investment Associate (1 post) and AVP- Investors Relations (1 post) at Mumbai for NABVENTURES Ltd.**

Details of vacancies and place of posting is as under:

Sr. No.	Location	Post name	No. of vacancies
1	Mumbai	Investment Associate (FoF)	1
2		AVP (Investors Relations)	1

**Key Responsibilities:**

S.No	Posts	Key Responsibilities
i	Assistant Vice Present (IR)	<ul style="list-style-type: none"> <li>• Track and strengthen existing client relationships, ensuring a high-quality investor experience and continuous engagement</li> <li>• Develop and deliver compelling investor communication—fund newsletter, fund updates, performance reports, market outlook, and thematic insights</li> <li>• Partner with Finance and Operations team to track fund metrics relevant for the LPs</li> <li>• Partner with Investment and leadership teams to align with fund narrative and long term vision for external PR and marketing</li> <li>• Overseeing and managing Investors’ quarterly calls, conference calls, and Meetings</li> <li>• Drive fundraising initiatives across institutional investors, family offices, and other investors for current and future funds.</li> <li>• Track investor preferences, fund flows, and competitive intelligence to support fund positioning and fundraising strategy</li> <li>• Participation in industry networks and events</li> </ul>
ii	Investment Associate (FoF)	<p>Investment in other AIFs through Fund of Funds (FoF) Schemes</p> <ul style="list-style-type: none"> <li>i. Market Research and Fund Evaluation: <ul style="list-style-type: none"> <li>▪ Conduct qualitative and quantitative analysis of Category I and Category II AIFs in terms of track record, investment strategy, portfolio composition, team pedigree, governance etc.</li> <li>▪ Support preparation of investment memos, presentations, and committee notes, and assist in Fund Due Diligences</li> </ul> </li> <li>ii. Portfolio Monitoring &amp; Reporting <ul style="list-style-type: none"> <li>▪ Assist in monitoring performance of existing fund investments</li> <li>▪ Analyze quarterly reports, NAV statements, drawdown notices and underlying portfolio company updates</li> <li>▪ Maintain databases of investments, exposures, and performance metrics</li> <li>▪ Coordinate with legal, compliance, and operations for transaction closure and assist in Limited Partners (LPs) reporting</li> </ul> </li> </ul>

## A. Eligibility Criteria

SN	Criteria	Assistant Vice Present (IR)	Investment Associate (FoF)
1	Minimum Educational Qualification	A Bachelor's or Master's degree in Finance, Commerce, Business Administration or equivalent qualification	A Bachelor's or Master's degree in Finance, Commerce, Business Administration or equivalent qualification
2	Minimum Experience	Candidates should have atleast 6 years of relevant experience in managing Investor Relations and/or fund raising for VC/PE Funds.	Candidates should have at least 3 years of relevant experience

## B. Age Criteria:

Position	Age as on 01 <sup>st</sup> July 2026
Associate	Preferably not more than 35 years
Assistant Vice Present (IR)	Preferably not more than 40 years

The age limit will not be a bar for the right candidate.

## C. Remuneration:

Candidates will be paid consolidated monthly remuneration based on the experience and educational qualification and overall suitability of the candidate for the posts as under:

Category	Remuneration
Associate	Negotiable and on a Cost to Company basis.
Assistant Vice Present (IR)	

## E. Other Information:

1	Over and above Annual Fixed Compensation (AFC), the candidate will be entitled for variable pay based on annual performance review of the employee which will be as per Company policy from time to time at its sole discretion.
2	No residential accommodation will be provided by company.
3	The Company offers a challenging work environment. Professionals with proven track record of high performance and potential may apply in strict confidence with detailed Resume together with present and expected Cost to Company (CTC).
4	Suitable relaxation in criteria may be considered for the deserving candidate at the sole discretion of the NABVENTURES Ltd. The company reserves the rights for amendment(s) / withdrawal of the recruitment advertisement at its sole discretion.
5	The above appointment shall be made for a fixed period of contract, which is subject to renewal by mutual consent between the company and the candidate.

The CVs may be shared on [bankingfinance@nabcons.in](mailto:bankingfinance@nabcons.in) and [recruitments@nabcons.in](mailto:recruitments@nabcons.in) till 22th June 2026.