



Talent Market Insights Report

Position :

US-Investment Management Paralegal



RTS People Ltd – Part of nGAGE Specialist Recruitment Limited



Requisition Summary:

| Requisition Summary Overview:

The Investment Management Paralegal role represents a permanent, in-house position situated in the United States, specifically at Pantheon's New York office. Reporting directly to the Senior Legal Counsel, this position serves a fundamental role in bolstering the efforts of the global in-house legal team.

The responsibilities associated with this role span a wide array of legal tasks, all focused on facilitating and enhancing Pantheon's investment management activities. This includes conducting comprehensive legal research, engaging in thorough document review and drafting, adeptly managing contracts, and actively contributing to the development and implementation of compliance policies and procedures.

In addition, vigilance regarding evolving regulatory changes within the investment management sphere is imperative to ensure Pantheon's unwavering commitment to compliance with relevant laws and regulations. Collaboration with diverse departments, such as finance and operations, is integral, as it ensures that legal considerations are seamlessly integrated into Pantheon's overarching business strategy.

This opportunity is ideally suited to individuals with a robust background in paralegal work and a sincere passion for the intricacies of investment management. Joining this team signifies active participation in Pantheon's mission to maintain excellence in the domain of global investment management operations.

(End of Position Overview)

| Key Role Attributes:

1. Regulatory Compliance Management: The Investment Management role involves collating information and assisting in the preparation of routine, regular, and ad hoc regulatory reporting. This includes filing documents with regulators such as the SEC, FCA, and CBI. Ensuring compliance with relevant laws and regulations and reporting compliance risks is a critical aspect of this role.

2. Corporate Governance Support: The role includes assisting with corporate governance matters and projects, which entails maintaining corporate/fund files, organisational/structure charts, and firm-wide signatory policies. It also involves reviewing service contracts and coordinating with internal groups to ensure proper documentation and entity formation.

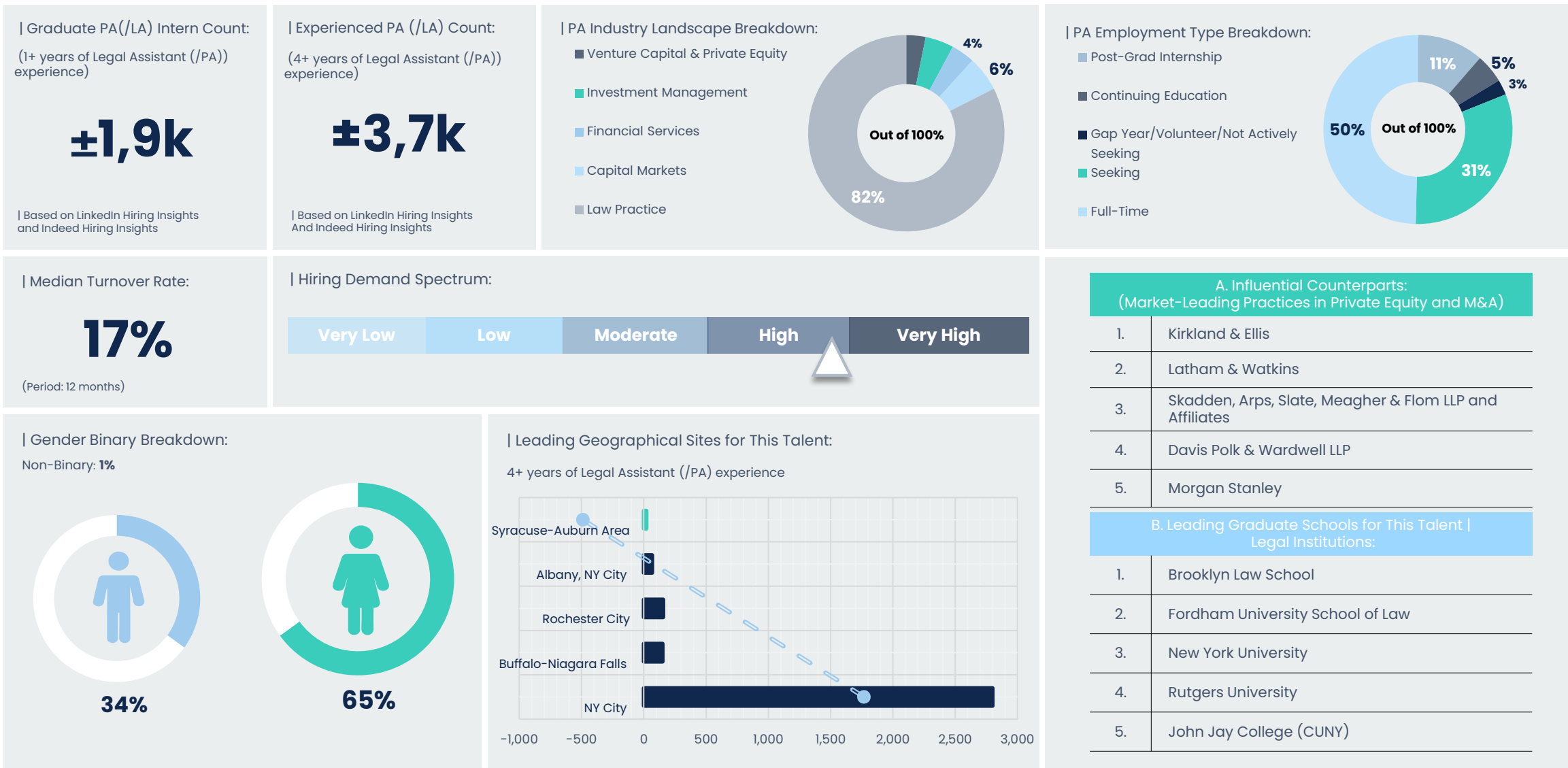
3. Legal and Fund-Related Work: This role provides assistance to the Legal Team in fund-related work, which includes fundraising activities, reviewing and commenting on confidentiality agreements, and handling corporate document requests. This aspect of the role contributes to the legal and administrative aspects of investment management.

4. Administrative and Record-Keeping Tasks: Investment management requires maintaining corporate and fund files, organisational charts, and matrices and logs. Additionally, the role involves invoice management, general administrative tasks, and regular interaction with internal and external parties. Properly managing records and legal documentation, including company books, corporate filings, and board resolutions, is essential for this role.

These attributes highlight the multifaceted nature of the investment management role, encompassing legal, regulatory, administrative, and compliance responsibilities in the investment management sector in the US.

Insights Snapshot:

Exposition: This comprehensive synopsis provides a panoramic outline delineating the efficacy exhibited by the reservoir of skills pertinent to the role of US-Investment Management Paralegal across the domain of private equity and its affiliated sectors.



Data Snapshot Analysis:

The Investment Management Paralegal Talent Market Insights Snapshot presents a comprehensive overview of the prevailing talent landscape within the New York region, employing quantitative data and analytical assessments to provide nuanced insights into the demand, mobility, and attributes of professionals holding the Investment Management Paralegal role.

The quantitative analysis within the snapshot underscores the presence of a substantial reservoir of graduate paralegals, with over one thousand and nine hundred **(1,900+)** intern profiles **showcasing 1+ years of experience**, discernible on both LinkedIn and Indeed Hiring Insights. Moreover, a quantitative analysis of experienced paralegals with **4+ years of experience reveals** more than three thousand and seven hundred **(3,700+)** profiles on both LinkedIn Hiring Insights and Indeed Insights.

Nevertheless, the data also unveils an intriguing trend concerning the median turnover rate, which stands at **17%**. This trend underscores the dynamic nature of employment within the Investment Management Paralegal role in New York, emphasising the need for organisations to implement effective strategies for talent retention and career development in the finance industry within this region.

Shifting our focus towards a meticulous breakdown of the paralegal industry landscape, this overview serves as a financial and strategic lens, offering a glimpse into the primary sectors actively engaging investment management paralegals in New York. Remarkably, the law practice sector emerges as the commanding leader, wielding a substantial **82%** share, thereby firmly establishing its dominant market position. In a closely trailing pursuit, the capital markets and investment management sectors, each boasting low shares of **6%** and **5%**, respectively, contribute to the depth of this landscape. The remaining terrain is claimed by financial services at **4%**, while private equity and venture capital secure **3%**, completing the sectoral composition. This insightful distribution unfurls a tapestry of industries that exhibit notable interest in professionals occupying this pivotal role, adding a profound financial dimension to the analysis.

Additionally, a closer look at the paralegal employment type breakdown reveals the spectrum of availability of potential candidates across various fields. Full-time employment holds the largest share at **50%**, followed by those actively seeking opportunities at **31%**. Post-graduate internships claim a moderate share at **11%**, with continuing education and those not actively seeking opportunities representing **5%** and **3%**, respectively.

In summation, this comprehensive talent market analysis snapshot, tailored to the Investment Management Paralegal role in New York, provides a detailed examination of the present talent landscape. It not only highlights the prevailing industry sectors engaging these professionals but also sheds light on the varied employment types they are associated with. This holistic perspective serves as an invaluable resource for stakeholders tasked with making informed decisions in the dynamic field of finance, enhancing its financial credibility and strategic relevance.