



Due Diligence Associate

Full-Time (New York)

January 2019

Gryphon Strategies is seeking a talented and experienced individual to join our boutique investment research team, responsible for supporting primarily private equity and hedge fund deal teams in their qualitative due diligence activities. In this role, we are responsible for identifying, collecting, and evaluating information from public records and human sources to assist our clients in making informed investment decisions, maximize opportunities, and mitigate risks.

Associates will be responsible for managing complex investigation projects, conducting research in support of mergers & acquisitions, corporate events (proxy contests / takeovers), political risk and market entry, and other due diligence matters.

As part of the boutique team, Associates will be empowered to contribute to business development, relationship management, product development / quality control, and personnel management. The ideal candidate thrives in a small-team environment, with heightened involvement and responsibility.

Responsibilities:

- Conduct detailed investigative research on individuals, corporate entities, markets, and assets from a wide range of open sources, including: media reports; criminal, civil, and bankruptcy proceedings; SEC and other regulatory filings; business registrations; and property records.
- Utilize online and subscription databases to collect relevant public records, such as property documents, UCCs, SEC filings, legal pleadings and other records.
- Conduct research to identify potential human sources, witnesses, and experts, and perform phone interviews of those individuals.
- Identify and analyze specialized industry, regulatory, and governmental information resources.
- Leverage the above intelligence resources to evaluate management / company performance records, and to provide vital context to strength of asset and investment thesis assessments

Qualifications:

- Three to five years prior work experience with an established corporate investigation firm, hedge fund, or private equity firm is preferred. However, candidates with work experience in investigative journalism, law, business, or other related areas of practice are strongly encouraged to apply.
- Expertise in public record, investigative, and financial research resources is required. Examples include: LexisNexis/Accurint; Bloomberg; Factiva; EDGAR/SEC records; and primary-source civil litigation, criminal record, property, and corporate databases.





- Extremely strong communication skills, both written and verbal; demonstrated ability to effectively digest and summarize information from multiple sources into a concise analysis and present findings to client.
- Strong interpersonal skills. Motivated, self-starter, collaborator.
- Core skills such as data analytics, accounting, and foreign-language fluency are highly valued but not required.

How to Join Our Team

Please send a resume with a cover letter and salary needs to mseyer@gryphon-strategies.com or maber@gryphon-strategies.com

Gryphon Strategies is an equal opportunity employer and is committed to workplace diversity. Per Article 7, Section 72 of the New York State Department of State Division of Licensing Services Private Investigators Licensing Law, every Gryphon Strategies employee must be a citizen of the United States or an alien lawfully admitted for permanent residence in the United States.

