



Example of Equity Capital Markets Job Description

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Our innovative and growing company is looking for an equity capital markets. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for equity capital markets

- Preparation of marketing related materials, including sales teaser, term sheets, cornerstone scripts, marketing educational materials for issuers and investors engagement, price fixing and allocation materials
- Gain an in-depth understanding of the institutional investment community through consistent interaction with equity sales, with a focus on soliciting and interpreting investor feedback from deal roadshow meetings
- Interact with equity research professionals, as permitted, to gain a broader understanding of the business of specific issuers, coordinating sales force teach-ins and receiving detailed investor feedback and monitoring and maintaining feedback spreadsheets both in regard to IPOs and Blocks
- Build a strong working relationship with salespeople, sales-traders, traders, research analysts and, ultimately, both buy-side and sell-side customers
- Identify suitable investors across respective selling channels within the bank for cornerstone process, pre-deal investors' education and management road show bookbuild purposes
- Support desk with creation of external and internal reports and pitching materials
- Process transactions including Initial Public Offerings, Follow-Ons, Bought Deals, Block Trades, PIPEs, ATMs, Preferreds and Convertibles
- Be adaptable
- Work on Syndicate/Execution side of the business, which includes interaction with ECM, Investment Banking, PWM, Institutional Sales and Trading, Equity Research, Compliance, Finance/Accounting, Operations, Trading Support, Cashiering, Corporate Access, and other syndicate departments

Qualifications for equity capital markets

- Bachelors degree, preferably from top financial school
- Internship experience in Capital Markets or Investment Banking
- Have 1-3 years of investment banking experience, preferably in Equity Capital Market
- Work with associates and analysts in the preparation of internal approval committee memorandum, pitch books, and the drafting of equity prospectus roadshow materials with clients, lawyers, and accountants
- Ability to effectively interact with sales people, corporate clients and other banks as part of working groups on projects
- Ability to think both analytically strategically, and to present facts and views succinctly