

August 13, 2019

Marketing Intern

Department: **Marketing**

Reports to: **Principal**

Location: **Chicago, IL**

Contact: **Human Resources (careers@gcmlp.com)**

SUMMARY

The Marketing Team is the centralized resource for creating marketing communications. The Marketing team works closely with other departments, particularly Client Group and Investments, in order to clearly convey investment information to prospective and current clients through visual communication. The team is responsible for responding to complex questionnaires from prospective investors seeking to invest in hedge funds, private equity, infrastructure and real estate as well as effectively developing investment-related communications for current clients. The Marketing Team is a large consumer of data, and as such, team members combine their data expertise and automation skills to assist with our data needs. This part-time position (18-24 hrs/week) will start in the fall and continue through the school year.

Specialty teams within Marketing:

- Marketing Collateral Team – Create and maintain presentations, and other materials, that are used for investment proposals, launching new commingled products, customization for clients, and market research.
- Brand and Communications Team – Develop and manage firm messaging and branding, marketing campaigns, thought leadership, website, social/traditional media, and event marketing.
- RFP (Request for Proposals) Team – Compose qualitative and quantitative responses to complex questionnaires from prospective investors seeking investment management and/or advisory services.
- Data and Automation Team – Combine data expertise and automation skills to act as a centralized resource for firm and investment information.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Assist in creating slides and presentations; the role may also include work on brochures, fund sales support tools, market outlook, and conference materials, among others.
- Draft new content based on verbal direction or summary information from other professionals.
- Retrieve, analyze and ensure data is accurate and applicable.
- Input data into various reports, spreadsheets and presentations.
- Use Microsoft PowerPoint, Excel, Word and third-party systems to prepare marketing materials.
- Operate in a deadline driven, constantly changing environment.
- Provide support to the team on special projects, analysis and presentations.
- Perform related duties as assigned.

PROFESSIONAL QUALIFICATIONS

The ideal experience and critical competencies for the role include the following:

- Pursuing a B.A. or B.S. degree, preferably in Marketing, Finance, Economics, Data Analytics or a related field.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

If interested and qualified for this position, please notify Human Resources.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

- An interest in financial markets and an aptitude for working with numbers.
- Superior written and verbal communication skills. A flair for design/visual communication is beneficial.
- A basic understanding of statistics.
- Proficiency in Excel, PowerPoint, Word and Outlook.
- The ability to manage tasks independently to closure.
- Strong attention to detail and concern for quality of final product (and ability to balance that concern with deadlines).
- A high degree of integrity and the ability to recognize the requirements of confidentiality.
- Solid interpersonal skills and work ethic

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to careers@gcmlp.com. Please reference **"Marketing Intern, #101548"** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with over \$55 billion in assets under management in hedge fund strategies, private equity, infrastructure, real estate and multi-asset class solutions. It is one of the largest, most diversified independent alternative asset management firms worldwide. GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong, and Seoul, serving a global client base of institutional and high net worth investors.

GCM Grosvenor specializes in developing customized portfolios for clients who want an active role in the development of their alternatives programs. The firm also offers multi-client portfolios for investors who desire a turn-key solution. Offerings include multi-manager portfolios as well as portfolios of direct investments and co-investments.

For more information, visit www.gcmgrosvenor.com.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

If interested and qualified for this position, please notify Human Resources.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V