

January 17, 2020

Relationship Management Support (RMS) Analyst

Department: **Relationship Management Support** Reports to: **Principal**

Location: **Chicago**

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

SUMMARY

The Relationship Management Support (RMS) Analyst is responsible for working closely with the broader Client Group which includes RMS, Business Development and Marketing. The Analyst will be responsible for helping prepare and manage communications for existing clients and consultants, assisting with the execution of external deliverables, supporting prospecting efforts for new business, and completing various ad-hoc projects. This position is part of a high-profile team that will be driving connectivity and efficiency across the broader organization. This role requires exceptional written and verbal communication skills, the ability to work in a dynamic global environment as a team player and highly-developed organizational skills.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Assist in the management and preparation of client-driven communications and provide support to the Client Group in responding to external inquiries.
- Coordinate client deliverables across various internal departments.
- Manage data for new and prospective clients in Salesforce, ensuring all communications are logged, information is accurate, and documents are attached. Support team efforts on historical data cleanup and archiving.
- Support the Business Development team by identifying potential prospects through market research. Contribute to an outreach plan and assist with follow-up in order to move opportunities through the sales pipeline helping drive global sales efforts.
- Prepare and analyze sales pipeline reports and dashboards as required.
- Provide support to the team on ad-hoc projects related to providing exemplary client service.
- Perform related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- Bachelor's Degree in Finance, Economics, Marketing or a related field with a proven record of academic success.
- 1 - 2 years of professional experience within in a client driven environment; prior experience within financial services or investment management preferred.
- Superior written and verbal communication skills.
- Strong attention to detail and concern for quality of final product, and ability to balance that concern with deadlines.
- Demonstrated team player, independent thinker and idea generator.
- Superior time management skills with the ability to multi-task, meet deadlines and balance priorities; ability to manage tasks independently to closure.
- Technically proficient in MS Office Suite; previous experience with CRM solutions are a plus.

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

- Ability to work independently with a positive attitude, integrity and a high level of discretion recognizing the requirements of confidentiality.

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 “**RMS Analyst, #101604**” in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with over \$55 billion AUM 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. The firm has core expertise in product and custom investment solutions. Its product solutions provide turn-key access to both diversified and specialized alternative investment portfolios. Its customized investment solutions give clients an active role in the development of their alternatives programs.

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. GCM Grosvenor serves a global client base of institutional and high net worth investors.

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