

Marketing Associate

August 6, 2018

Department: **Marketing**

Reports to: **Vice President**

Location: **Chicago, IL or New York, NY**

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

SUMMARY

The Marketing Associate will be responsible for preparing presentations for client meetings and other marketing collateral to market the firm, its funds and capabilities. The individual will be responsible for working closely with various internal teams to develop qualitative and quantitative content. This role requires strong written and oral communication skills, the ability to work in a dynamic group environment, analytical skills and project management capabilities.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Manage and prepare materials for internal and external client meetings.
- Work closely with the firm's Investment, Business Development, Legal and Operations teams to develop presentations.
- Use Microsoft PowerPoint, Excel, Word and third-party systems to prepare materials.
- Retrieve, analyze and ensure data is accurate and applicable.
- Input data into various reports, spreadsheets and presentations.
- Create, edit and format Excel spreadsheets, using several functions to evaluate data such as "sumifs," "vlookups" and pivot tables.
- Update and design PowerPoint slides, including both tables and graphs.
- Develop and manage project timelines to ensure all deadlines are met.
- Operate in a deadline-driven, constantly changing environment.
- Provide support to the team on special projects, analysis and presentations.
- Perform related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

Alternative investment (hedge fund, private equity, infrastructure and/or real estate) experience is required. Strong verbal and written skills are critical. The ideal experience and critical competencies for the role include the following:

- BA/BS degree in Finance, Economics, Accounting, Marketing or a related field
- Minimum of two years of related experience.
- Superior verbal and written communications skills.
- Ability to understand and analyze financial data.
- Expert knowledge of Microsoft Office Suite, with a focus in PowerPoint and Excel, and the ability to create effective materials with text, diagrams and graphics.
- High attention to detail, including solid proofreading skills, is critical.
- Experience successfully managing multiple priorities with competing deadlines in a professional and efficient manner.
- High level of self-motivation, including the ability to quickly learn complex businesses.
- Demonstrated team player, self-starter, and independent thinker.
- Outstanding decision making and problem solving skills.
- Flexibility and adaptability to various changing working conditions based on priorities.

(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

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 Associate #101389**” in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 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.

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