

August 2018

Marketing Associate

Department: **Marketing**

Reports to: **Vice President**

Location: **Chicago or New York**

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

SUMMARY

The Marketing Associate will be responsible for responding to Requests for Proposals (RFPs) and preparing presentations and other marketing collateral to market our firm's alternatives investment platform (including hedge funds, private equity, infrastructure and real estate). The professional will work closely with investments and business development to develop qualitative and quantitative content. This role requires strong written and oral communication skills, analytical and project management capabilities, and the ability to work in a dynamic group environment.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Coordinate responses to RFPs and Requests for Information (RFIs) from prospective and existing clients. Responsibilities will include compiling existing and previously approved content, drafting new responses and coordinating input from various functional areas throughout the firm.
- Create marketing collateral, which may include presentations, brochures, sales support tools, market outlook, and conference materials, among others.
- Respond to ad-hoc requests from clients, prospects and consultants; requests may be quantitative or qualitative in nature.
- Draft and design new content based on verbal direction or summary information from other professionals.
- Develop and manage internal project timelines to ensure all deadlines are met.
- Retrieve and analyze data; ensure data presented is accurate and applicable.
- Coordinate internal approvals with members of senior management, investments, legal and other teams, as appropriate.
- Maintain and develop the firm's internal database of RFP responses, presentations and slides.
- Provide ongoing input regarding process and technology improvements.
- Perform related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- BA/BS degree in Finance, Economics, Accounting or a related field with a superior grade point average.
- 2-4 years of experience in the alternatives investment industry.
- Knowledge of hedge funds, private equity, infrastructure and/or real estate strongly preferred.
- Excellent writing, editing, and proofreading skills (writing and PowerPoint samples will be required).
- Excellent project management skills, including the ability to marshal resources, communicate and manage timelines and responsibilities.
- Ability to understand and analyze financial data.

(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

- Excellent organizational skills and the ability to manage multiple projects simultaneously.
- Strong familiarity with Microsoft Suite of products including Word, Excel, and PowerPoint.
- Ability to work in a fast paced, changing environment.
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Outstanding decision making and problem solving skills.
- Entrepreneurial approach to task management; ability to take control and manage tasks independently to closure.

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 **"RFP Writer #101390"** 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.

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