

February 22, 2019

## Relationship Management Support (RMS) Associate

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Department: **Relationship Management Support**      Reports to: **Vice President/Principal**

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Location: **London**

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

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### SUMMARY

The Relationship Management Support Associate is responsible for working closely with the Business Development team in communicating with existing clients and consultants, prospecting for new business, as well as managing the execution of client deliverables while providing superior client service. This is a highly visible role that will be driving connectivity and efficiency across the broader organization. This role requires exceptional written and verbal communication skills, expertise working with clients, an understanding of the prospecting process, an entrepreneurial mindset, and the ability to work in a dynamic global environment. This position will have a direct impact on the Firm's capital raising efforts and offers a unique mentorship model working closely with the firm's senior Business Development team. The Relationship Management Support Associate will join the broader, global Relationship Management Support team.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Prepare client driven communications and assist Business Development team members in responding to complex client and prospect inquiries.
- Coordinate client deliverables across all departments throughout GCM Grosvenor. Manage and coordinate workflow and processes associated with scheduled and ad-hoc client requests.
- Identifies and cultivates prospect relationships by qualifying leads, initiating and conducting follow-up communications in order to move opportunities through the sales pipeline and help drive the global sales effort.
- Build a broad understanding of GCM's product offerings across all asset classes, investment process and philosophy.
- Convey GCM Grosvenor's points of differentiation in a clear and concise manner.
- Provide analytical and research support to Business Development coverage teams focused on European segments of the market. Stay abreast of current industry trends and investment strategies.
- Manage data for new and prospective clients in Salesforce, ensuring all communications are logged, information is accurate and documents are attached.
- Prepare and analyze sales pipeline reports and dashboards.
- Actively contribute to the success of the broader, global Relationship Management Support team.
- Assist with other projects related to providing exemplary client service.
- Perform related duties as assigned.

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.**

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## EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- Bachelor's Degree with a proven record of academic success.
- Minimum of 3+ years of professional experience working in a client driven environment within the alternative investment space. Experience in private equity, real estate/infrastructure and/or hedge fund is required.
- Exceptional organizational skills with high attention to detail.
- Superior interpersonal skills with the ability to effectively communicate with peers, senior management and clients.
- Time management skills: ability to multi-task, meet deadlines and balance priorities.
- Technically proficient in MS Office Suite; previous experience with CRM solutions required. Salesforce experience preferred.
- Proven track record of successfully managing complex projects from inception to completion within a deadline driven, dynamic environment.
- Ability to provide leadership and direction to accomplish tasks.
- Demonstrated team player, independent thinker and idea generator.
- High energy level with flexibility to work long hours at times to accommodate special client needs.
- Ability to work independently with a positive attitude and a high level of discretion.

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 [globalcareers@gcmlp.com](mailto:globalcareers@gcmlp.com). Please reference "RMS Associate UK, #101461" 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](http://www.gcmgrosvenor.com).

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