

AEW CAREER OPPORTUNITY

RFP Writer

Investor Relations

LOCATION: BOSTON

Main Purpose of the Role

The RFP Writer will be responsible for responding to informational requests (RFPs, DDQs, ad hoc requests) from institutional prospects, clients and consultants, working closely with the firm's various Portfolio Management and Accounting Teams, Compliance & Legal and other internal business units. In order to be successful in the position, this individual must be motivated and collaborative with a passion and understanding for the investment management business, the importance of capital raising, and who will embrace the opportunity to support a fast-paced team. This role will also work with the RFP Team and assist in maintaining/updating standard RFP language within our RFP database (RocketDocs) which will be a key aspect of the role.

Key Responsibilities

- Answer and edit Requests for Proposals (RFPs), Requests for Information (RFIs) and Due Diligence Questionnaires (DDQs) for clients, prospects and consultants
- Working under the direction of the Vice President, Investor Relations, complete and/or coordinate responses, which accurately and favorably present AEW's investment products/services
- Work closely with the various departments across the firm to obtain necessary information for completion of RFPs, RFIs and DDQs
- Work closely with RFP Team to update and maintain an RFP language library on RocketDocs system. Includes ongoing quarterly, semi-annual, and annual updates to the RFP database
- Assist in updating and maintaining firm and product-level details on various consultant databases and websites

Skills/Experience Required

- Bachelor's degree or equivalent experience required
- Strong writing, editing, and proofreading skills
- 5+ years of proposal management, investment management, and/or marketing experience is desirable
- Experience working with RFP software is preferable
- Strong project management skills and the ability to handle multiple concurrent assignments, and assume personal responsibility for deliverables under tight deadlines

AEW Capital Management is an equal opportunity employer.



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- Excellent communication skills, both written and verbal; ability to communicate effectively with portfolio managers and subject matter experts and manage people on a project basis with diverse backgrounds and experience levels
- Good judgement and analytical thinking
- Overall credibility, attitude and ability to represent Investor Relations and the firm well

To apply for this position please e-mail your resume to Jobs@aw.com