

## Role Description

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**Job Title:** Business Development Analyst/Associate

**Department:** Investor Relations

**Direct Reports** (*if applicable*): Not applicable

### Key Responsibilities

- Support senior members of the firm's capital raising team in all aspects related to business development.
- Monitor data sources for incoming and announced RFPs and active searches that require action items and internal coordination for output
- Create and maintain prospecting lists and campaigns for active AEW products
- Monitoring and tracking of meetings, client communications, and intelligence
- Salesforce data input and CRM infrastructure management
- Help coordinate meetings and road shows by assisting in the research of prospects by location for the firm's products in the market
- Coordinate all follow-up from senior team member's meetings including drafting thank you notes, compiling any necessary data from the various investment, portfolio accounting and legal teams to respond to open information requests from the meetings, etc.
- Ongoing client service – monitor email and phone correspondence to ensure that all prospect and client requests are addressed in a timely manner
- Researching and preparing pre-meeting summaries for senior team members prior to meetings and road shows

### Skills & Competencies

- BS in Economics, Business, Marketing or other related area of study
- 2+ years of experience
- Strong client service commitment, including management of confidential business matters
- An understanding of the institutional sales process - prior experience with Salesforce a plus
- Detail-oriented with excellent problem-solving skills, as well as written and oral communication skills
- Efficient organizational and multitasking skills
- Exceptional phone and interpersonal skills
- Ability to work independently and manage time effectively
- Ability to manage multiple deadlines and priorities
- Ability to work well in a team environment
- Sense of humor
- Strong computer skills including knowledge of databases and MS Excel, PowerPoint, Word & Outlook
- Self-starter that is eager to grow into the role of capital raiser in the mid to long-term
- Real estate/private equity industry experience a plus, but not necessary