

# **Business Development Analyst**

## Investor Relations

**LOCATION: BOSTON**

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### **Responsibilities**

- Support senior members of the firm's capital raising team in all aspects related to business development
- Utilize business intelligence tools and research (e.g. Preqin, FundFire, finsearches, S&P) to create and maintain new business opportunity tracking.
- Update CRM data to benefit senior leadership's understanding of day-to-day business development progress
- 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 and anticipated AEW products
- Monitor and track meetings, client communications, and competitive intelligence
- Coordinate meetings and road shows by assisting in the research of prospects by location for the firm's products in the market
- Organize follow-up from senior team member's meetings including drafting cover notes, compiling any necessary data from the various investment, portfolio accounting, and legal teams to respond to open information requests from the meetings
- Monitor email and phone correspondence to ensure that all prospective client and consultant requests are addressed in a timely manner
- Researching and preparing pre-meeting summaries for senior team members prior to meetings and road shows

### **Skills/Experience Required**

- BS in Economics, Business, Marketing or other related area of study
- 1-3 years' experience, ideally institutional sales/marketing/relationship management
- An understanding of the institutional sales process - prior experience with Salesforce or similar CRM preferred
- Real estate/private equity/Alts industry experience a plus, but not necessary
- Individual will be expected to become a registered rep of FINRA within the 1st year (SIE, series 63, series 7)
- Self-starter that is eager to grow into the role of capital raiser in the mid to long-term
- Detail-oriented with excellent problem-solving skills, as well as written and oral communication skills

*AEW Capital Management is an equal opportunity employer.*

### **AEW CAREER OPPORTUNITY**

- 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
- Strong client service commitment, including management of confidential business matters
- Strong computer skills including knowledge of and aptitude for sales databases (e.g. Preqin, MMD, Burgiss) and MS Excel, PowerPoint, Word & Outlook

### **Location**

This position will be fully onsite in our Boston, MA Office location.