

Product Specialist Analyst

Investor Relations

LOCATION: BOSTON

Responsibilities

Fundraising Support and Pipeline Management

- Help manage the RMs CRM hygiene for all products (meeting notes, stages, next steps, etc.)
- Assist with maintaining product fundraising statistics as it relates to meetings, touchpoints, outreach, wins/losses, targets
- Coordinate product update meeting prep and assist Senior Product Specialist with follow-ups to RMs
- Maintain data rooms for accuracy and completeness of materials and users

Competitive Intelligence and Peer Benchmarking

- Build and maintain a structured view of our competitive set (fund launches, capital raised, fee/terms, structures, recent transactions, performance stats)
- Produce concise monthly "industry intel" briefs and circulate ad-hoc insights
- Help to maintain a repository of peer materials

Existing Investor Support

- Help manage RFPs/DDQs and investor information requests alongside the RFP team; coordinate inputs across Portfolio Management and Fund Operations
- Assist with preparing quarterly decks/collateral, talking points and FAQs in partnership with Fund Operations

Marketing Collateral Management and Compliance Partnership

- Maintain a central library of approved materials and talking points
- Work with Senior Product Specialist to draft marketing collateral such as, one-pagers, case studies, and assist with new slide ideas
- Route marketing materials through Compliance review
- Coordinate prospect approvals (including non-U.S. marketing) per firm policy
- Stay current on marketing-rule expectations; ensure materials are fair, balanced, accurate, and not misleading
- Legal Partnership on New Product Structuring

AEW Capital Management is an affirmative action-equal opportunity employer.

AEW CAREER OPPORTUNITY

- Assist Legal and Senior Product Specialists in evaluating investor-friendly structures and developing new products

Skills/Experience Required

- Bachelor's degree in Finance, Economics, Business, Marketing, Real Estate, or a related field.
- 1-3 years of relevant experience preferred, ideally on an internal sales desk or in a comparable institutional sales support, investor relations, business development, or client service role. Strong recent graduates will also be considered.
- Coachable, humble, and team-oriented, with the maturity to take direction, accept feedback, and put in the foundational work required to develop into a senior institutional sales professional over time.
- Genuine interest in working with industry data sets and translating raw data into actionable insights and prospect themes.
- Understanding of, or strong interest in, institutional fundraising, investor relations, and the investment management industry, with a particular interest in real estate, private markets, private equity, or alternative investments.
- Strong analytical and research skills, including the ability to synthesize information into actionable insights.
- Excellent written, verbal, and interpersonal communication skills.
- Highly organized with exceptional attention to detail and the ability to manage multiple priorities in a fast-paced environment.
- Demonstrated ability to work both independently and collaboratively across teams.
- Strong client service orientation and commitment to handling confidential information with discretion.
- Advanced proficiency in Microsoft Office, particularly Excel, PowerPoint, Word, and Outlook.
- Experience with CRM platforms such as Salesforce, Juniper Square, Dynamo, DealCloud, or similar systems preferred.
- Familiarity with industry databases and research platforms such as Preqin, Burgiss, S&P Global Market Intelligence, Money Market Directory (MMD), WITH Intelligence, or similar resources is a plus.

Please Note:

We encourage candidates to use AI thoughtfully - as a tool to refine their work, not replace their voice - and we use AI responsibly in our hiring process to support fair, human-led decisions.

AEW is unable to consider candidates for employment who currently need, or will need, sponsorship to be employed in the United States.

AEW CAREER OPPORTUNITY

Compensation

At AEW, your base pay is one part of your total compensation package. The base pay for this role is between \$75-85K. Your actual base pay will depend on your skills, qualifications, experience, location, internal equity, and market conditions. Additional compensation and benefits include:

- Annual cash bonus opportunity
- Eligibility for health insurance (medical, dental, vision)
- 401K plan with match and employer-funded retirement account
- Employee Assistance Program
- Tuition relief
- Parental leave
- Flexible time off and eligibility for hybrid work for most roles
- Matching gift and volunteer programs