

AEW CAREER OPPORTUNITY

Proposal Coordinator

Investor Relations

LOCATION: BOSTON

Main Purpose of the Role

The Proposal Coordinator will assist in drafting responses to informational requests (RFIs, DDQs, ad hoc requests) from institutional prospects, clients and consultants that accurately and favorably present AEW's investment products/services. This role collaborates with the firm's various internal stakeholders to maintain standard response content and Master Exhibits used by the broader RFP and Client Services teams.

Key Responsibilities

- Assist the RFP Team in responding to, completing and/or coordinating questionnaire responses that accurately and favorably present AEW's investment products/services.
- Shred incoming questionnaires and proposals to ensure responses include all required supporting documents and appendices.
- Communicate deadlines and requirements of response submissions to internal teams and ensure the timely completion of requests.
- Collate responses from multiple internal stakeholders and edit for consistent voice and compliance standards.
- Provide review/proofreading for RFP Team members' submissions and, in turn, incorporate team edits and review into final drafts for submission.
- Work closely with RFP Team and the various departments across the firm to update and maintain the RFP response library, including ongoing quarterly, semi-annual, and annual updates.
- Learn and follow marketing compliance best practices in drafting responses.

Skills/Experience Required

- Bachelor's degree or equivalent experience required.
- 1-3 years of proposal response, investment management, and/or marketing experience is desirable.
- Excellent writing, editing, and proofreading skills.
- Experience working with RFP content management software is preferable.
- Strong attention to detail
- Cultivated project management skills with the ability to handle multiple concurrent assignments, sometimes with tight deadlines.

AEW Capital Management is an equal opportunity employer.

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- Willingness to learn and gain an understanding of the firm's business and various investment products.
- Excellent communication skills, both written and verbal; ability to communicate effectively and work collaboratively with personnel from all groups within the company.
- Good judgement and analytical thinking
- Overall credibility, attitude and ability to represent Investor Relations and the firm well.
- Ability to work both independently and collaboratively as part of the RFP and broader Investor Relations teams.