

# **RFP Project Manager**

## Investor Relations

**LOCATION: BOSTON**

---

### **Main Purpose of the Role**

The RFP Project Manager will be responsible for overseeing the responses 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 RFP process and role within the investment management business, the importance of Compliance and technology solutions, in addition to embracing the opportunity to support a fast-paced team. This role will also work with the RFP Team to develop and maintain best practices for the process of responding to RFPs, including the monitoring and implementation of technology solutions, tracking sources of information, maintaining/updating standard RFP language within our RFP database (RocketDocs) and updating and/or creating processes and procedures for drafting responses efficiently and consistently.

### **Key Responsibilities**

- Coordinate with colleagues to drive process improvements, proposal strategy and competitive landscape.
- Oversee the completion and/or coordination of 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. Ensure proposal deadlines are met by establishing priorities and due dates amongst all parties involved in the proposal process as well as lead the process and workflow.
- 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.
- Conduct proposal reviews.
- Support proposal governance and compliance efforts.
- Coach and mentor project team members.

## **AEW CAREER OPPORTUNITY**

### **Skills/Experience Required**

- Bachelor's degree or equivalent experience required.
- 8+ years of proposal management, investment management, and/or marketing experience is desirable.
- Experience leading bid solicitations and business proposals.
- Project management experience, including setting deadlines, technology implementation and holding teams accountable.
- Strong writing, editing, and proofreading skills.
- 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.
- 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@aew.com](mailto:Jobs@aew.com)**