



JOB DESCRIPTION

Investor Relations Associate

Location: London, UK

AEW is one of the world's largest real estate asset managers, with c. €70bn of assets under management as at 31 December 2019. AEW has over 700 employees, with its main offices located in Boston, London, Paris and Hong Kong and offers a wide range of real estate investment products including comingled funds, separate accounts and securities mandates across the full spectrum of investment strategies. AEW represents the real estate asset management platform of Natixis Investment Managers, one of the largest asset managers in the world.

In Europe, AEW manages €33bn on behalf of a number of funds and separate accounts and has over to 400 employees based in 9 offices. AEW has a long track record of successfully implementing core, value-add and opportunistic investment strategies on behalf of its clients. In the last five years, AEW raised over €16bn in equity from investors for European product and has invested and divested a total volume of c. €24bn of real estate across European markets.

AEW is looking to appoint a London based Associate level candidate into their highly regarded Investor Relations team. This role will work closely with the rest of the team, as well as the rest of the global business, providing support and analysis for fundraising efforts and investor servicing.

Responsibilities of the role include:

- Coordination of the RFP/RFI process:
 - Take responsibility for production and submission of Investor proposals
 - Coordinate with all relevant teams including Asset Management, Portfolio Management, Investment, Fund Operations etc. to obtain the necessary information
 - Coordinate with the Global IR team on joint responses
 - Maintain the RFP database and software
- Assisting in product launches by:
 - Producing and maintaining fundraising documentation including PPMs, INREV DDQs, tender documents and other industry surveys
 - Contributing to the production of pitch books and other marketing materials
 - Investor prospecting and managing marketing lists
 - Working with internal and appointed Legal Counsel on drafting and negotiation of legal documents and side letters
 - Responding to Investor queries and updating investor portals
- Data analysis and management:
 - Obtain, analyse and manage data from the relevant teams both across Europe and on a global basis
 - Requires close cross border cooperation with other offices, particularly Paris and Boston
 - Data includes AUM, HR figures, performance, transactions, investment volume etc.
- Support provision of data to industry benchmarking bodies including MSCI & INREV
- Working with internal teams and external consultant on drafting PRs
- Distributing investor reporting and in-house research publications to target distribution lists
- Creating and managing content for global website and LinkedIn pages
- Close coordination in particular with the Paris based Marketing & Communications team, and the Global Investor Relations team based out of Boston and Hong Kong
- Input into the strategic direction of this growing team



Technical skills & qualifications required:

- Relevant experience of preparing complex RFPs for institutional clients
- Experience in investor relations and/or real estate is desirable
- Educated to degree level
- Strong English, Mathematics, Finance and/or Economics qualifications desirable
- Strong written skills and use of grammar
- Computer literacy (advanced Word, PowerPoint and Excel)
- Proven numerical ability

Competencies required:

- Highly self-motivated but with the ability and enthusiasm to work within a team environment
- Ability to structure complex arguments and to articulate them well in writing
- Strong attention to detail and high quality of work
- Ability to cope with high pressure, deadline driven environments

To apply for this position please send your CV to Alex Griffiths, Head of Investor Relations at alex.griffiths@eu.aew.com

AEW is an equal opportunity employer.