Relationship Management Associate

EAM Investors, LLC (EAM) is an investment firm focused on managing active equity strategies in global markets for institutional investors. EAM was designed from inception and built to specifically exploit the structural and behavioral inefficiencies apparent in small and micro cap equity markets worldwide. Everything from team structure, to technology platforms, to office design was built with this singular mindset.

The firm was founded in 2007 by a group of investment professionals who worked together previously at Nicholas-Applegate Capital Management (now known as Allianz Global Investors), a pioneer in small and micro cap investments globally. Since then, EAM has grown to manage approximately $2.7 Billion in assets for our clients, which include some of the largest institutional investors in the United States.

EAM is looking to add a Relationship Management Associate to support our growing sales & marketing effort. The qualified candidate would work closely with, and support, the other members of the sales team in all aspects of the business development process, including lead generation, competitive analysis, market research and client service. This role will report directly to the President and Managing Director of Marketing & Client Service.

Responsibilities:

- General support of new business development activities
- Develop and maintain a comprehensive understanding of EAM strategies so as to provide secondary sales and marketing support for sales/consultant relations in providing information to prospective clients and institutional consultants
- Identify potential institutional sales opportunities through technology resources (FinSearches, eVestment). Review daily news to identify potential search activity
- Responsible for developing a comprehensive “competitive intelligence” platform, by gathering pertinent data with the goal of developing insight and potential “competitive edge” so as to best prepare the EAM team for each potential institutional opportunity. This data gathering would include
    - Information on the prospective clients, including information on the key decision makers
    - Information on institutional consultants who are advising prospective clients
    - Information on primary competitors in each asset class, provide comparison analytics and commentary on how to best position EAM vs competitors. Identify peers that could be in redemption due to corporate changes or poor performance
- Uncover cross-selling opportunities through prospective client and/or consultant interactions, and client interactions
- Collaborate with EAM institutional team members on the development of educational white papers to support EAM’s efforts related to idea sharing and education
- Assist in coordinating institutional client meetings, including providing background information on the prospective client to all meeting attendees. Schedule prep meetings to prepare all meeting attendees
- Serve as second point of contact for clients for any service requirements
- Assist in providing fee data for RFP requests and competitive bidding
- Prepare quarterly report that provides analysis of search trends in equity asset classes
- Prepare quarterly information on general industry trends (ESG, diversity requirements)
- Assist with quarter-end client and marketing material processing and delivery
- Assist in RFP initiatives

Minimum Qualifications:

- Bachelor's Degree (Finance/Marketing)
- 3-5 years of work experience in the asset management or investment consulting industry
- Strong writing and verbal communication skills
- Proficient in Microsoft Office Word, Excel, PowerPoint and eVestment
- Analytical skills and understanding of risk/attribution
- Knowledge of Salesforce CRM

Qualified applicants can please submit your cover letter and resume to resumes@eaminvestors.com