



Job Title: RFP Coordinator/Assistant

Location: Carlsbad, CA; Chicago, IL; Portland, OR; or Westwood, MA

Summary:

Meketa Investment Group, a global investment consulting firm, is currently seeking a RFP Coordinator/Assistant. This individual will have the opportunity to interact with senior investment professionals within various departments of the firm. The RFP Coordinator/Assistant will work creating new business presentations, as well request for proposals and ad-hoc marketing requests. This person will ensure that these projects are completed within stringent deadlines, and with accurate, high-quality information.

This position reports to the Director of Marketing and Communication.

Required skills:

- Preferably experience with PowerPoint (presentation) and the RFP process within a marketing department within the financial services industry
- 3+ years of relevant experience
- Familiar with standard concepts, practices, and procedures in marketing field
- Strong writing and communication skills
- Self-directed and motivated
- Ability to work with multiple professionals across various offices in U.S.
- Organization and time management skills
- Attention to detail and a commitment to quality
- Ability to work remotely from other team members
- Ability to independently respond to RFPs, coordinate the response process, ensure all delivery instructions are met
- Ability to work in a demanding, fast-paced environment, demonstrating flexibility, project management, organizational and multi-tasking skills
- Solid experience in MS Word, Excel, Powerpoint

Responsibilities:

- Organize the preparation of proposals and presentations using marketing resource materials
- Work on presentations for new business development
- Complete all aspects of the RFP process, including, drafting, knowledge of all subject matter experts available at the firm, completion of forms and requirements, knowledge of proper materials that should be included, physical construction of proposal, professional and timely communications with internal and external business partners, proofing, delivery, gather and understand data and other relevant metrics (within reason)
- Perform a variety of tasks related to marketing initiatives.