

AEW CAREER OPPORTUNITY

Analyst

Investor Relations

LOCATION: BOSTON

Main Purpose of the Role

We are seeking a highly motivated and detail-oriented Analyst to join our Investor Relations team. This role offers a unique opportunity to support all aspects of investor relations, client service, and business development. The ideal candidate will be a generalist, working across various functions to support existing client relationships and new business initiatives. This position requires strong analytical skills, excellent communication abilities, and a proactive approach to problem-solving.

Responsibilities

- Collaborate with Product Specialists, Graphics, Legal, and Compliance teams to ensure timely and accurate updates of all marketing materials while adhering to regulatory standards.
- Streamline the marketing review process by coordinating with Compliance to ensure efficient approval workflows and adherence to industry regulations.
- Coordinate the production of materials for existing client updates and new business opportunities.
- Assist the Investor Relations team in delivering high-quality client service and supporting business development initiatives.
- Support the completion of RFI requests, including ad hoc inquiries and recurring quarterly questionnaires.
- Leverage available technology resources to accurately and efficiently answer questions about Firm, client, and business development topics.

Skills/Experience Required

- Bachelor's degree in Marketing, Business, Economics, or a related field.
- 1-3 years' experience, ideally institutional sales/marketing/relationship management
- Highly organized with strong attention to detail and the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills, with the ability to craft clear and compelling materials.
- Strong analytical and quantitative skills with proficiency in Excel and PowerPoint.
- Prior experience with Salesforce or a similar CRM system.
- Ability to work both independently and collaboratively in a fast-paced environment.