

**AEW CAREER OPPORTUNITY**

# Proposal Coordinator

## Investor Relations

**LOCATION: BOSTON (or hybrid)**

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

The Proposal Coordinator drafts responses to informational requests (RFPs, RFIs, DDQs, ad hoc requests) from institutional prospects, clients and consultants that accurately and favorably present AEW's investment products/services. This role oversees the entire lifecycle of assigned responses from intake through completion. The Proposal Coordinator collaborates extensively with various internal stakeholders to maintain standard response content and Master Exhibits used by the broader RFP and Client Services teams.

### **Key Responsibilities**

- Complete and/or coordinate questionnaire responses that accurately and favorably present AEW's investment products/services.
- Shred incoming questionnaires and proposals to ensure responses include all required supporting documents and appendices.
- Communicate deadlines and requirements of response submissions to internal teams and ensure the timely completion of requests.
- Collate responses from multiple internal stakeholders and edit for consistent voice and compliance standards.
- Provide review/proofreading for other RFP Team members' submissions and, in turn, incorporate team edits and review into final drafts for submission.
- Work closely with RFP Team and the various departments across the firm to update and maintain the RFP response library, including ongoing quarterly, semi-annual, and annual updates.
- Learn and follow marketing compliance best practices in drafting responses.

### **Skills/Experience Required**

- Bachelor's degree or equivalent experience required.
- 3+ years of dedicated proposal response experience required.
- Familiarity maintaining consultant databases and portals a plus.
- Excellent writing, editing, and proofreading skills.
- Experience working with RFP content management software is preferable.
- Strong attention to detail.

*AEW Capital Management is an affirmative action-equal opportunity employer.*

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- Cultivated project management skills with the ability to handle multiple concurrent assignments, sometimes with tight deadlines.
- Willingness to learn and gain an understanding of the firm's business and various investment products.
- Excellent communication skills, both written and verbal; ability to communicate effectively and work collaboratively with personnel from all groups within the company.
- Good judgement and analytical thinking.
- Overall credibility, attitude and ability to represent Investor Relations and the firm well.
- Ability to work both independently and collaboratively as part of the RFP and broader Investor Relations teams.