

Business Development Associate

Are you a driven, growth-oriented, socially conscious professional that thrives in an entrepreneurial environment? Want to work alongside thought leaders at a growing, world-class, mission-driven B Corp with a history of delivering strong investment performance and generating positive social and environmental impacts? Boston Common Asset Management is looking for motivated professionals to join our inclusive and collaborative “Best For The World™” team. Read on about our available roles and join us in making a positive impact.

About Boston Common

Boston Common Asset Management (BCAM) is a diverse, women-led, sustainable investor and innovator dedicated to the pursuit of financial return AND social change. An active, global equity ESG investment manager and a leader in impactful shareowner engagement since its founding in 2003, BCAM is majority women- and employee-owned. BCAM is headquartered in Boston, MA, with offices in San Francisco, CA. The company’s investment strategies totaled \$5.6 billion in assets as of June 30, 2021.

Duties

The Business Development Associate (“BDA”) will be an integral part of the Business Development team working to create exceptional experiences for prospects and consultants. The BDA will partner with senior members of the Business Development team to seek new mandates and clients as well as respond to inbound inquiry from prospects and existing intermediaries. This role offers exposure to many facets of the asset management business with the following responsibilities:

- Business Development Support
 - Management of Client Relationship Management (CRM) Database
 - Responsible to navigate data in the CRM to extract information and generate reports to track activities relevant to the sales process.
 - Maintain integrity of database with relevant prospect updates.
 - Manage pipeline of activity and opportunities for assigned prospects; facilitate meeting outreach.
 - Management of RFP Process
 - Lead the process to respond to requests for information and proposals by utilizing historical responses in the RFP database, drafting responses, collecting responses from other internal teams and obtaining compliance approval.
 - Serve as internal RFP/RFI project manager and liaison to external RFP consultant.
 - Maintain and Update Consultant Databases
 - Manage and update narrative/qualitative fields within multiple consultant databases and platform questionnaires (i.e., Mercer GIMD, eVestment, Callan, Cambridge Associates). Liaise with Operations on data population of Manager Databases and on data collection in response to periodic and ad hoc requests.

- Internal Sales Support

- Provide support services to the external sales team through marketing efforts and the development of relationships with consultants and prospects.
 - Create prospect and consultant presentation books, working with Sales team to determine content.
 - Liaise with Marketing to prepare materials and updates for Portfolio Managers and Consultants
 - Provide follow up support after meetings/events to meet the needs of prospects, consultants, & clients
 - Travel to select meetings, trainings and conferences (when needed)
- Onboarding Client Support
 - Manage information flow between Business Development, Prospects, and internal teams.

Qualifications

The position calls for an experienced, mature, trustworthy individual with high energy. Superior attention to detail and ability to work with intermediaries and clients/prospects. The successful candidate will be able to handle multiple requests and prioritize effectively under pressure while maintaining a positive attitude. The ability to think about next steps and implications in a process will be highly valued. Database use, analyzing data, creating reports utilizing a CRM as well as strong organizational and communication skills are all essential. Enthusiasm for and knowledge of financial markets and sustainable investing are a plus.

Proficiency in Microsoft Office, including PowerPoint and Excel; experience with Salesforce CRM (or equivalent) and Advent are a significant plus. At least three years of experience in an investment management firm or a related field is preferred. A Bachelor's degree is required, demonstrated work towards a financial designation a plus.

Compensation will depend on experience and qualifications. Boston Common Asset Management offers a competitive benefits package, including medical, dental and 401(k) plans.

Boston Common Asset Management is committed to fostering a diverse and inclusive work environment. Diversity enriches our culture, our work, and aligns with our community, organizational, and investment philosophy. Boston Common Asset Management is an Affirmative Action-Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, military/veteran status, sexual orientation, gender identity or expression, marital status, neurodiversity, genetic information, or any other protected status.

How to Apply

Applicants should send a resume, salary requirements and a cover letter describing how your qualifications and interests will enable you to contribute to our organization in this position. Send all correspondence via email to: recruiting@bostoncommonasset.com and include "Business Development Associate" in the subject line.