The firm is looking for a hands on marketing/client service associate to work collaboratively with senior management to develop, service, and support current and potential clients. This is a rare opportunity for someone with institutional investment marketing and client service experience to be exposed to all the exciting challenges and creative opportunities that come with a fast growing boutique investment firm. Metis Global Partners, LLC is seeking a Marketing/Sales Associate to collaborate with the leadership team.

Key Areas of Responsibility:

Marketing and Sales

- Help define marketing objectives and strategies, and translate strategies into communication tactics including project management, planning, and scheduling.
- Coordinate marketing initiatives through updating marketing materials and presentations, including brochures, RFPs, composite information, meeting presentations and other firm collateral.
- Identify, prepare timely/accurate proposals and track RFPs.
- Manage firm content in external marketing databases (Evestment, PSN, etc.)
- Work with investment team to develop and contribute to website and newsletter content
- Manage internal CRM content and work collaboratively with external sales professionals

Client Service

- Collaborate across the organization to develop and execute client communications
- Manage client reporting and interface
- Interact with the firm's operational vendors to provide information requested by clients
- Event coordination and participation.

Market Research and Strategy

- Work with senior management to monitor and analyze market trends, identify target markets and implement effective marketing strategies including both traditional and digital media platforms
- Conduct research on competitors and client prospects
- Work closely with President across a range of projects and administration

What We Are Looking For:

- Bachelor's degree (MBA a plus) with minimum 2-5 years of marketing and client service experience in the investment industry. More experience is a plus, particularly in global equities.
- Solid understanding of securities markets and the financial services industry.
- Excellent communication skills, including writing, editing, and presentation skills.
- Highly organized with a meticulous attention to detail.
- Versatile, quick learner with strong initiative and ability to work independently and collaborate on a team.
- Strong Microsoft office skills, including graphics skills
- Knowledge of CRM systems a plus

Why Work for Metis Global Partners, LLC/Here's what's in it for you?

METIS GLOBAL PARTNERS, LLC is an independent, employee- and woman/minority-owned firm. The firm is dedicated to the management of global and international equity portfolios. The Metis competitive advantage lies in its unique product offerings, specialized distribution channels and strategic partnership that leverages the world class operations and distribution infrastructure of renowned global equity manager Brandes Investment Partners. Metis offers that rare combination of opportunities for entrepreneurial individuals, coupled with many of the resources of a more developed firm.

Application information:

Qualified candidates are invited to submit a resume to careers@metisgp.com

Please no third-party candidates. E.O.E.D/M/F/H/V. No relocation benefits available.