

June 9, 2017

Business Development Analyst/Associate

Department: **Business Development**

Reports to: **Senior Vice President**

Location: **Chicago, IL**

Contact: **Human Resources (careers@gcmllp.com)**

SUMMARY

The Business Development Analyst/Associate is responsible for working with the Business Development management team on product launches, pipeline management, key strategic initiatives, as well as understanding the goals and focus of the team and the Firm overall. This role focuses on the execution of critical firm-wide reporting, utilizing sales management tools, working with management to develop long-term plans and developing business intelligence.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Prepare and analyze sales pipeline reports and dashboards.
- Manage data for new and prospective clients in Salesforce, ensuring all communications are logged, information is accurate and documents are attached.
- Provide analytical and research support to Business Development coverage teams focused on specific segments of the market.
- Prepare client driven communications, including presentations and written commentaries. Assist Business Development team members in responding to complex client and prospect inquiries.
- Convey technical investment approaches and key GCM Grosvenor product points of differentiation in a clear and concise manner.
- Coordinate client deliverables with all departments throughout GCM Grosvenor.
- Stay abreast of current trends, investment strategies and build a broad understanding of GCM's product offerings, investment process and philosophy.
- Manage and coordinate workflow and process associated with client requests.
- Manage and prepare materials for conference calls and meetings.
- Perform related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

The ideal experience and critical competencies for the role include the following:

- BA/BS degree from a top tier undergraduate program with a concentration in Economics, Finance, or Marketing preferred.
- 0 – 3 years of experience, ideally working in a client driven environment within the alternative investment space.
- Technically proficient in MS Office Suite; previous experience with CRM solutions required. Salesforce experience preferred.
- An entrepreneurial spirit with high energy and passion; a self-starter.
- Excellent written and verbal communication skills.
- Strong organization skills with acute attention to detail.
- Proven track record to successfully manage complex projects from inception to completion.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

If interested and qualified for this position, please notify Human Resources.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

- Demonstrated team player, self-starter, and independent thinker.
- Flexibility to work long hours at times to accommodate special client needs.
- Time management skills with the ability to multi-task, work under tight deadlines, and balance priorities.
- Strong interpersonal skills with the ability to effectively communicate with peers, senior management and clients.
- Ability to work independently with a positive attitude and a high level of discretion.
- Series licensing may be required.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to careers@gcmlp.com. Please reference “**BD Analyst/Associate #101182**” in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is one of the world’s largest alternative asset management firms, with approximately \$50 billion in assets under management. The Firm’s investment management and advisory services span public and private markets, focusing on hedge fund strategies, private equity, infrastructure and real estate. GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong and Seoul. GCM Grosvenor serves a global client base of institutional and high net worth investors.

For more information, visit www.gcmlp.com.

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