

May 9, 2017

Marketing Associate

Department: **Client Services -- Marketing**

Reports to: **Assistant Vice President**

Location: **Chicago, IL**

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

SUMMARY

The Marketing Associate will be part of a team that prepares sophisticated presentations used to market the Firm, its funds and its capabilities. Presentations may be used to update clients on existing investments, propose new investments or describe our investment and advisory capabilities.

The Marketing Associate role provides a close-up view of all aspects of our business and is an important spot to showcase potential. The individual in this position will primarily use PowerPoint and Excel to prepare presentation materials. The right candidate must be a thinker and innovator who can collaborate with others in the Firm to create meaningful and sophisticated slides and presentations.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Create visually appealing and technically rich slide content.
- Work closely with the Firm's Business Development, Investment, Legal and Operations teams to develop content and obtain approval.
- Create presentations using newly created slides and those housed in an "approved" slide library in SharePoint.
- Perform day-to-day production of the Firm's presentations for clients and prospects, including:
 - Assembling and delivering electronic presentations.
 - Routing presentations and/or individual slides through the Firm's approval process (Compliance, Registered Principal).
 - Updating (monthly, quarterly) Firm and fund data pages.
 - Updating pages for client-specific meetings.
- Focus on three aspects of the presentations: message, look-and-feel and graphic elements (using PowerPoint and Excel).
- Offer constructive ideas on incorporating effective visual communication techniques.
- Manage multiple projects simultaneously, ensuring that deadlines are met.
- 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 or equivalent in Finance, Economics, Marketing or a related field.
- Knowledge of and experience with alternative investments (hedge funds, private equity, real estate, and/or infrastructure) preferred.
- Two to three years of related experience creating marketing materials for an investment firm preferred.
- Experience working with Microsoft PowerPoint and Excel required.
- Flair for design/visual communication is beneficial.
- High attention to detail, including solid proofreading skills, is critical.

(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

- Strong communication skills with the ability to create effective materials with text, diagrams and graphics.
- Demonstrated team player.
- Excellent project management skills, including the ability to manage multiple projects simultaneously, often under tight deadlines.

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 **“Marketing Associate, #101162”** 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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