
COMMUNITY CAPITAL MANAGEMENT**JOB DESCRIPTION:** INTERNAL BUSINESS DEVELOPMENT ASSOCIATE**LOCATION:** WESTON, FL or BOSTON, MA**START DATE:** IMMEDIATE

Community Capital Management Inc. (CCM) is seeking an Internal Business Development Associate to join our distribution team in either the Weston, FL (Ft. Lauderdale-area) or Boston, MA office. We are looking for a highly motivated and organized candidate to help with all of CCM's business development efforts including assisting in lead generation, client acquisition, and the development of our customer relationship management (CRM) system, respond to client inquiries and third-party data requests, generating reporting to track and measure sales, and supporting client/prospect outreach and engagement.

DUTIES AND RESPONSIBILITIES

- Updating and maintaining the customer relationship system
- Generating and analyzing sales reports, prospecting lists and performance data to support clients, prospects, and CCM's distribution team
- Contacting existing and prospective clients via email and phone
- Responding to requests for information and proposals (RFPs, DDQs, etc.) and other inquiries
- Aiding with specialized reporting materials for current client and prospect meetings
- Utilizing various sales prospecting databases to further business development
- Supporting overall business development

QUALIFICATIONS

Qualified candidates will possess:

- Bachelor's degree is required
- A minimum of 2 years of related industry experience is preferred; mutual fund/investment sales is a plus
- FINRA Series 6 or 63 licenses preferred
- Experience working with databases, analyzing data and building reports is a plus
- Ability to handle, prioritize, and respond to multiple projects and requests
- Capable of working collaboratively within a team to accomplish common objectives
- Self-starter; great teammate; positive attitude

HOW TO APPLY

For consideration, please send cover letter and resume to jobs@ccminvests.com; reference "Internal Business Development Associate" in the subject line.

ABOUT US

Founded in 1998, Community Capital Management (CCM) is a privately-held investment management firm headquartered in Ft. Lauderdale, FL with employees in Boston, MA; Charlotte, NC; Southern CA; and the greater New York City area. The firm's mission is to deliver superior risk-adjusted returns through investment strategies that contribute to positive environmental and social outcomes. The firm provides investment management services to institutions and individuals through mutual funds and separate accounts. CCM's vision is to be the premier impact investment manager providing client-driven solutions and excellent client service.