

COMMUNITY CAPITAL MANAGEMENT, LLC

JOB DESCRIPTION: CONSULTANT RELATIONS ASSOCIATE

LOCATION: WESTON, FL or REMOTE

START DATE: IMMEDIATE

Community Capital Management, LLC (CCM) is seeking a Consultant Relations Associate to assist with the management and oversight of the firm’s rapidly expanding consultant relations and investment platform networks and relationships. We are looking for a highly motivated, results-driven candidate to enhance existing relationships by effectively communicating our impact investing strategies, help with the sourcing of new opportunities within current and prospective distribution channels, and answer all RFP proposals and questionnaires. The ideal candidate will have good knowledge of the capital markets, excellent writing and verbal skills, experience and/or keen interest in impact and ESG investing, an ability to manage a variety of tasks, and a strong desire to take ownership of processes.

DUTIES AND RESPONSIBILITIES

- Support the Chief Investment Strategist in building and retaining client and consultant relationships.
- Write, develop, and edit end-to-end content for investment management questionnaires, including formal RFPs/DDQs.
- Take ownership of all proposals (RFP/DDQs) throughout the lifecycle and work with team members to develop responses.
- Manage aggressive deadlines while delivering quality work with a high level of detail.
- Maintain standard answer database on a timely basis.
- Expand knowledge about products, services, and sales techniques.
- Attend/present at consultant and manager research team meetings.

QUALIFICATIONS

- Bachelor’s degree is required; advanced degree, CFA designation, or other investment-related designation, (or demonstrated plans to achieve), is preferred.
- A minimum of 3 years of related industry experience.
- High degree of professionalism, organizational and time management skills, with the ability to work well under pressure while managing multiple responsibilities.
- Previous proposal writing and editing experience, background in business communications, journalism or marketing is an asset.
- Sales presence: ability to engage and be effective with clients.
- Strong written, communication, and presentation skills.

HOW TO APPLY

For consideration, please send cover letter and resume to jobs@ccminvests.com; reference “Consultant Relations Associate” in the subject line.

ABOUT CCM

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 seeks 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.



877.272.1977



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