

COMMUNITY CAPITAL MANAGEMENT, LLC

JOB DESCRIPTION: BUSINESS DEVELOPMENT ASSOCIATE (INSIDE WHOLESALER)

LOCATION: FORT LAUDERDALE, FL or REMOTE

START DATE: IMMEDIATE

Community Capital Management LLC (CCM) is seeking a Business Development Associate to join our distribution team in the Fort Lauderdale-area, FL office or remote. We are looking for a highly motivated and organized candidate to help with CCM’s business development efforts including client support, lead generation, client acquisition, and the building and development of Salesforce for both Client management and sales reporting. In addition, this role will respond to client inquiries, generate reporting to track and measure sales, and support client/prospect outreach and engagement.

DUTIES AND RESPONSIBILITIES

- Update and maintain Salesforce with current clients and prospects.
- Utilize Salesforce to generate and analyze sales reports, prospecting lists and performance data to support clients, prospects, and CCM’s distribution team.
- Systematic outreach to existing and prospective clients with the goal of gaining interest, booking meetings and inviting to CCM sponsored events, webinars and conference calls.
- Aid with specialized reporting materials for current client and prospect meetings
- Access sales prospecting databases to further business development
- Supporting overall business development and marketing needs

QUALIFICATIONS

- Bachelor’s degree is required.
- A minimum of 2 years of related industry experience is preferred.
- Experience with Salesforce is preferred.
- Proficient to advanced skills in excel and PowerPoint.
- FINRA Series 6 or 63 licenses preferred or willing to become licensed.
- 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 “Business Development Associate” in the subject line.

ABOUT CCM

Community Capital Management, LLC (CCM) is an investment adviser registered with the Securities and Exchange Commission. CCM was founded in 1998 and manages approximately \$4 billion in assets. The firm’s mission seeks to deliver superior risk-adjusted returns through investment strategies that contribute to positive environmental and social outcomes. For more information, please visit: www.ccminvests.com.

