

COMMUNITY CAPITAL MANAGEMENT, LLC

JOB DESCRIPTION: RFP & DUE DILIGENCE ASSOCIATE

LOCATION: FT. LAUDERDALE, FL (PREFERRED)

Community Capital Management, LLC (CCM) is seeking a highly organized, detail-oriented RFP & Due Diligence Associate to support business development and distribution efforts. The Associate will manage RFPs, RFIs, DDQs, investment databases, and information requests, working across investment, operations, compliance, legal, marketing, and distribution teams to deliver accurate and timely firm and product information.

DUTIES AND RESPONSIBILITIES

- Coordinate and complete Requests for Proposals (RFPs), Requests for Information (RFIs), Due Diligence Questionnaires (DDQs), and related due diligence requests.
- Maintain the centralized repository of approved responses and supporting content.
- Update consultant and industry databases, manage recurring deadlines, and ensure data integrity.
- Respond to information requests from consultants, platform partners, advisors, prospects, and institutional clients.
- Coordinate materials for platform due diligence reviews and annual updates.
- Collaborate with portfolio management, operations, compliance, legal, marketing, distribution, and client service teams to gather and validate information.
- Ensure submissions are accurate, consistent, and completed within required deadlines.
- Support distribution and client service teams with prospect and client requests.
- Identify opportunities to streamline workflows and improve response quality.
- Maintain knowledge management systems and content libraries and track submission activity and reporting metrics.

QUALIFICATIONS

- Bachelor's degree in Finance, Business, Economics, Marketing, Communications, or a related field.
- 1-3 years of experience in asset management, financial services, wealth management, institutional consulting, or a related field.
- Strong writing, editing, proofreading, analytical, and problem-solving skills.
- Exceptional attention to detail and organization, with the ability to manage multiple projects and deadlines.
- Advanced proficiency in Microsoft Excel, PowerPoint, Word, and Copilot.
- Experience with RFPs, RFIs, DDQs, consultant questionnaires, or investment databases is preferred.
- Familiarity with mutual funds, separate accounts, and ETFs; exposure to sustainability or impact investing is preferred.
- Collaborative, accountable, and intellectually curious, with an interest in investments and financial markets.



COMPENSATION

Base salary plus bonus, dependent upon experience. CCM offers a competitive benefits package.

HOW TO APPLY

For consideration, please send cover letter and resume to jobs@ccminvests.com; reference "RFP & Due Diligence Associate" in the subject line.

ABOUT CCM

Founded in 1998, Community Capital Management, LLC (CCM) is a privately-held investment management firm headquartered in Ft. Lauderdale, FL. 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.

