



RFP Analyst

Location: Dayton, OH

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading independent investment manager with over \$87 billion in assets under management as of December 31, 2016. Fiera Capital offers thoughtful investment solutions for high net worth individuals and institutions. The U.S. division currently manages over \$21 billion in assets across a spectrum of traditional, nontraditional, and bespoke investment strategies. To learn more about the company, please visit: www.fierausa.com.

Fiera Capital Inc. is indirectly wholly-owned by Fiera Capital Corporation, which is listed on the Toronto Stock Exchange.

POSITION SUMMARY

Under the supervision of the Senior Vice President, Marketing, the RFP Analyst will have the following responsibilities: client service support, including custom client reporting, presentation preparation and development, and crafting responses for and completing RFPs and RFIs. This position offers professional development opportunities in a highly competitive market. The Analyst will be part of a dynamic team responsible for maintaining and developing excellent relations with financial intermediaries, developing the firm's business and brand and servicing its client base.

KEY RESPONSIBILITIES

- Client service team, Growth Equity primary, Global Equity secondary
- Custom client reporting
- Consultant and client questionnaires and ad hoc requests
- Complete Requests for Information (RFIs) and Proposals (RFPs) and due diligence questionnaires
- Write core responses and tailor as needed in collaboration with subject matter experts
- Draft, edit, and coordinate approval and delivery of all associated documents, meeting internal and external deadlines
- Maintain RFP Database
- Maintain and update historical and current information on the strategy and investment team
- Coordinate approvals with subject matter experts and compliance
- Maintain and update databases and surveys

EDUCATION/ACCREDITATION

- Bachelor's degree

SPECIALIZED SKILLS AND EXPERIENCE

- 3-5 years of experience
- Proactive, self-reliant, thorough, organized and able to work independently or as part of a team
- Attention to detail, strong analytic ability
- Ability to manage priority requests and work under pressure
- Strong knowledge of Microsoft Word, PowerPoint and Excel. Knowledge of RFP software a plus.

Those interested in this position may send a resume to careersUS@fieracapital.com. Please note only qualified applicants will be contacted.

Fiera Capital is an Equal Opportunity Employer committed to inclusion and diversity.