

Arnerich Massena, Inc.
Position Posting – Business Development Associate

Arnerich Massena is seeking a business development associate who is a driven and enthusiastic self-starter to support the firm's business development processes; conduct high-touch networking, lead generation, and market research; and help drive the execution of the marketing and sales plan. Also responsible for drafting and tracking Requests for Proposal (RFPs), entering and maintaining sales data, preparing business development presentations and coordinating events.

Essential Functions:

Drive Business Development Processes

- Manage inbound leads and determine suitability; research prospects
- Enter viable data in CRM system to consistently build and maintain a new business pipeline
- Develop cold calling and other sales techniques, targeting our ideal client types
- Collaborate with business development and leadership team on sales strategies and approaches and support implementation of marketing strategy to enhance on-line presence
- Participate in networking activities such as attending fundraisers, client and industry functions, and building a centers of influence network
- Conduct competitor research (market trends, branding, sales materials, pricing)

Coordinate Requests for Proposal (RFP) and Finalist Presentations

- Project manage RFP process, including developing initial draft, coordinating responses from other team members to meet deadlines, and drafting presentations
- Maintain RFP library of responses in RFP 360 and track all proposals

Secondary Functions:

Support Business Development Team

- Maintain sales/marketing calendars and coordinate scheduling and travel
- Organize for sales/marketing meetings, manage task lists, and communicate approaching deadlines
- Assist with conference and event preparations and planning for business development events
- Produce and update sales reports on a monthly basis (revenue momentum) and manage agenda and follow-up items from business development meeting
- Develop and execute marketing and sales projects and campaigns, including email blasts

Qualifications:

- At least two year's work experience supporting business development, sales, or marketing is required
- Experience in the financial and/or investment industry is highly desirable
- Four-year college degree strongly preferred
- Strong emotional intelligence/interpersonal skills and polished communication and presentations skills are required
- Detail-oriented, with the ability to multi-task, meet deadlines, and demonstrate strong organizational skills
- Self-starter, but with ability to take direction; work with little supervision, and complete assigned tasks within identified timeframes
- Positive, flexible attitude and problem-solving mentality are required
- Exceptional technical writing and proofreading skills strongly preferred

- Strong proficiency with Microsoft Office suite, ability to learn new software; experience with CRM systems preferred
- Travel may be required, and will likely increase with experience
- Availability for evening functions and networking throughout the week and weekends is required
- Active Series 65 license or willingness to obtain within the first six months of employment and prior to commencing any sales activities

Arnerich Massena seeks candidates who demonstrate a strong work ethic and have an inherent passion for success. Candidates must be client service oriented. This position requires both the ability to work independently and flourish in a team environment. We seek candidates who can thrive in a challenging, fast-paced, and deadline-driven environment.

Our Firm

Founded in 1991, Arnerich Massena is a Portland-based independent, employee-owned investment advisory firm servicing endowments, foundations, private clients, charitable organizations, trusts and estates, and corporate retirement and profit sharing plans. Our mission is to secure the future for our clients, colleagues, and communities by investing with vision, passion, and purpose. We are distinguished by exceptional client service, unbiased research, and a long history of providing creative, high-quality investment advice. For more information, please visit our website at www.arnericmassena.com.

At Arnerich Massena, we believe that our people are our greatest asset. With this in mind, we offer a unique corporate culture and competitive benefits package. We are committed to community service and invite employees to volunteer in our community service program. Throughout each year, the firm hosts events for employees to inspire an environment of enjoyment and team cohesiveness. Our benefits package includes comprehensive health, dental, and vision insurance; a 401(k) retirement plan with matching; and a generous sabbatical program.

Applicants must have U.S. work authorization. Arnerich Massena is an Equal Employment Opportunity employer and strives to provide equal opportunity to all employees and qualified applicants without regard to race, religion, color, sex, age, national origin, sexual orientation including gender identity/presentation, genetic information, physical or mental disability, veteran's status, marital or pregnancy status, domestic partner status, or any other status protected under applicable local, state or federal nondiscrimination laws.

How to apply:

Please send your resume, cover letter, and salary requirements (not history) via email to Alicia Johnston (see contact information below). We will review all submissions and contact only those candidates who meet the above requirements.

Alicia F. Johnston, Director of Human Resources
Arnerich Massena, Inc.
ajohnston@am-a.com