

Institutional RFP Manager

Our client is a leading asset management firm based in New York City. Due to their continued growth and success, they are currently seeking an experienced RFP Manager to manage a group of RFP Writers and Presentation Specialists. The RFP Manager will support both the institutional and retail market for the firm.

Duties and Responsibilities:

- Manage and lead a team of RFP writers in answering and editing RFP's and RFI's for institutional, retail and alternative investment products
- Oversee a Presentations team responsible for generating qualitative and quantitative content for presentations
- Qualify RFP's, supervise team workflow and timeframes and edit RFP's for consistency, accuracy and effectiveness and ensure that all RFP's and presentations are completed by deadline
- Ensure timely completion of due diligence and prospect/consultant questionnaires
- Update and maintain the pipeline tracking system and ensure that all relevant information is captured and shared within the firm
- Lead pre-win cross-functional meetings on a regular basis
- Assist in developing new content for customized RFP's and updating the RFP database
- Resolve an issue that arise within the team
- Answer ad hoc requests as needed

Background Requirements:

- 7-10 years of marketing communications experience within the financial services industry with investment management expertise
- Prior experience managing a team of RFP Writers or Presentations Specialists for an asset management firm is required
- Institutional asset management experience is required, retail or alternative experience is a plus with deep knowledge of investment strategies
- Proven people management capabilities with the ability to recruit, motivate and retain talent
- Strong process and project management skills with the ability to work on multiple projects at once while adhering to strict deadlines and producing quality work
- Excellent verbal and written communication skills with strong editing skills
- Experience with Pragmatech's RFP Machine is a plus
- Confidence in working with all levels of management with the ability to build strong networking relationships with other departments and professionals with in the firm
- BA/BS required
- MBA a plus

Location: New York, NY

Keywords: RFP, RFI, RFQ, RFW, Request for Proposal, Request for Information, Request for Questionnaire, RFP Writer, Proposal Writer, RFP Analyst, Marketing Communications, Asset Management, Institutional Investments, New York City, NYC, NY, New York, Senior RFP Writer, Senior Proposal Writer, RFP Manager, RFP Supervisor, RFP Team Lead, Proposal Manager, Business Development Services Manager, BDS Manager, Sales Support Manager, Proposal Manager, Proposal Supervisor, Proposal Team Lead, Marketing Production Manager, Presentations Manager, Presentations Supervisor, Presentations Lead, Manhattan

If you feel you are qualified for this position, please send your resume in Word format to tiffany@wgpeople.com and reference the title “Institutional RFP Manager”. Also, please feel free to forward this to an industry contact and visit our website at www.wgpeople.com for additional openings. [T-48994-TRT]