

Internal Marketer/RFP Coordinator

Job Description

Summary:

The Internal Marketer/RFP Coordinator will manage from start to finish Investment Consulting Requests for Proposal (RFP). In addition this position is responsible for maintaining the company's internal marketing contact database and new business presentation templates. The Internal Marketer/RFP Coordinator works directly with the firm Principals and others at all levels of the company. This position is in our Orlando office, and travel is not anticipated.

Incumbent Skill-Set

- Bachelor of Arts in marketing, English, finance, or a related field a plus
- Investment industry experience is strongly preferred
- Proven ability to work with people at all levels
- Strong project management skills with the ability to marshal resources, communicate and manage stringent timelines and responsibilities and make necessary changes to ensure accurate delivery of a product
- Excellent writing, editing and proofreading skills required (writing samples will be requested)
- Ability to work on multiple projects in a fast pace environment while adhering to strict deadlines and producing quality work
- Excellent communications skills both oral and written
- Strong computer skills including Microsoft Office applications
- Must be detail oriented and maintain a high level of accuracy in their work

Primary List of Job Responsibilities:

To fulfill this role the Internal Marketer/RFP Coordinator will be responsible for:

- Receiving and evaluating unsolicited RFP's and making a recommendation as to whether or not the company should respond
- Establishing and maintaining contacts with appropriate representatives of potential new business prospects to ensure that the company is included in RFP solicitations
- Monitoring established industry resources for indications of potential RFP issuance
- Answering and editing detailed RFP's, RFI's and questionnaires from prospective clients.
- Creating RFP responses within various timeframes that address the prospect's unique specifications
- Establishing and communicating responsibilities and internal due dates for all business partners involved in the specific RFP
- Managing deadlines, coordinating replies, overseeing overall workflow
- Working with consultants to develop and enhance RFP language
- Improve RFP processes and procedures
- Work with business development on maintaining new business presentation template
- Develop general marketing brochures and overview packages for prospect distribution
- Answer ad hoc requests and assist with special projects as needed

Training:

The Internal Marketer/RFP Coordinator will receive ongoing training and will be expected to make an effort to continually expand their knowledge and skills.

Performance Reviews:

The Internal Marketer/RFP Coordinator's performance will be evaluated on an ongoing basis with periodic feedback discussions. In addition the employee will have a formal review annually. The annual review will be based on successful performance of job responsibilities as well as peer and team evaluation feedback.