



Business Development Associate
Financial Intermediary Distribution Team

Location: Dayton, OH

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading North American independent investment manager with over \$85 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 approximately \$19.6 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

Reporting to the Senior Vice President, the Business Development Associate will support the Financial Intermediary Distribution Team as a business development resource for our SMA and mutual fund products.

KEY RESPONSIBILITIES

- Collaborate with business development team to grow and retain client relationships
- Develop and execute outbound communication protocols and territory marketing plans
- Maintain solid understanding the marketplace to drive achievement of sales goals
- Proactively identify potential client issues, manage expectations, and address concerns to ensure positive client experiences
- Anticipate the needs of financial advisors and clients, and positioning our products as appropriate to respond to their needs
- Assist with administrative tasks, such as quarterly and annual RFP/RFI/DDQs, reviewing marketing materials
- Contribute to the company's professional and collaborative atmosphere
- Collaborate as necessary on various operational, marketing and client servicing projects

EDUCATION/ACCREDITATION

- Bachelor's degree with a major in Finance or a related field
- Series 6, 63 licenses completed or in progress

SPECIALIZED SKILLS AND EXPERIENCE

- Minimum 3 years of relevant client service/sales support experience
- Sound knowledge of the investment industry and financial markets
- Exemplary service orientation and interpersonal skills
- Interest and ability in sales development
- Organized and able to work independently or as part of a team
- Must be a self-starter, goal and achievement driven
- Superior interpersonal and communications skills (verbal and written)
- Strong knowledge of Microsoft Word, PowerPoint and Excel

Those interested in this position may send their 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.