



Business Development Associate

Registered Investment Advisors (RIAs) and Family Offices

Location: Boston

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 all aspects of business development efforts for the Registered Investment Advisors (RIAs) and Family Offices channel by coordinating prospecting, client servicing and relationship-building activities.

KEY RESPONSIBILITIES

- Collaborate with senior business development team to grow and retain client relationships:
 - Identify plan to source targeted RIAs, family offices, law firms and CPA practices
 - Maintain and improve prospect database and CRM
 - Assist in analyzing channel business development and product data to determine opportunities
 - Cultivate and maintain existing client relationships
 - Assist in the development and support of marketing campaigns
 - Participate in the development and implementation of client-specific as well as territory level business plans
 - Build relationships through introduction calls to referrals and prospects
- Maintain industry and competitor information
- Possess and maintain a thorough understanding of Fiera Capital's existing strategies, as well as those in development
- Proactively identify potential client issues, manage expectations, and address concerns
- Work closely with marketing, investments, operations and compliance team to efficiently deliver thought leadership and investment ideas to help facilitate business development efforts and enhance relationships
- Prepare and distribute market feedback to internal team
- Collaborate on various operational, marketing and client servicing projects

EDUCATION/ACCREDITATION

- Bachelor's degree with a major in Finance or a related field
- Series 7, 63 licenses

SPECIALIZED SKILLS AND EXPERIENCE

- Minimum 3 years of experience in client service/ sales support to RIA and Family Office clients
- Sound knowledge of the investment industry and financial markets
- Exemplary service orientation and interpersonal skills
- Interest and ability in sales development
- Organized, able to work independently and 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.