



Job Title: Marketing Coordinator

Summary:

Meketa Investment Group, a nationally recognized, rapidly growing investment consulting firm, is currently seeking a Marketing Coordinator for our headquarters in Westwood, Massachusetts. This individual will have the opportunity to interact with senior investment professionals within various departments of the firm. The Marketing Coordinator will facilitate the request for proposal process, and assist with other presentations, marketing projects, and ad-hoc marketing requests. This person will ensure that these projects are completed within stringent deadlines, and with accurate, high-quality information.

Required skills:

- Preferably experience with RFP process within a marketing department or within a financial services industry
- Experience with Private Markets a plus
- Familiar with standard concepts, practices, and procedures in marketing field.
- Strong writing and communication skills
- Self-directed and motivated
- Organization skills
- Attention to detail
- Commitment to quality
- Ability to independently respond to complex RFPs, coordinate the response process, and interact regularly with all departments
- Ability to work in a demanding, fast-paced environment, demonstrating flexibility, project management, organizational and multi-tasking skills
- Solid experience in MS Word, Excel, Powerpoint

Responsibilities:

- Coordinate and implement marketing communication projects with responsibilities which include special events management, and advertising.
- Organize the preparation of proposals and presentations using marketing resource materials such as brochures, data, literature, and reports.
- Prepare status reports on marketing efforts.
- Maintain activity checklists.
- Complete all aspects of the RFP process, including, drafting, knowledge of all subject matter experts available at the firm, completion of forms and requirements, knowledge of proper materials that should be included, physical construction of proposal, professional and timely communications with internal and external business partners, proofing, delivery, gather and understand performance data and other relevant metrics (within reason).
- Work on presentations for new business development.
- Perform a variety of tasks related to marketing initiatives.

Meketa Investment Group, Inc. is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital or veteran status, or the presence of a non-job-related disability.