

# IRONWOOD

## **ASSOCIATE, INVESTOR RELATIONS**

**LOCATION: CHICAGO, IL**

### **About Ironwood**

Ironwood Capital Management (“Ironwood”) is a San Francisco-based alternative investment manager focused on constructing multi-manager hedge fund portfolios. Founded in 1996, Ironwood manages approximately \$3.6 billion in private and registered funds for a diverse client base of high net worth individuals and institutional investors. Ironwood is 100% employee owned, with offices in San Francisco and Chicago. Ironwood is focused on generating attractive, low volatility returns in a consistent and repeatable manner with limited dependence on and low correlation to broader debt and equity markets.

### **Job Description**

Entry level sales role focused on supporting Ironwood’s internal and external business development team, increasing efficiency, and driving sales. Opportunity to:

- ✓ Gain sales experience
- ✓ Learn effective sales strategy, processes, and best practices
- ✓ Develop a sound understanding of the hedge fund and alternative investments industry

### **Responsibilities**

- Provide broad sales support to internal and external sales team including but not limited to, meeting preparation, materials creation and fulfillment, calendar management, catalog sales notes, e-file maintenance, analytics, and ad-hoc projects
- Achieve thorough understanding of firm, portfolio, operations, and hedge fund industry
- Attend periodic onsite client/prospect meetings and conference calls and participate in 1-2 roadshows annually
- Assist with RFP process, marketing materials updates, and ad-hoc team and company projects/initiatives
- Assist the internal sales desk with regional sales campaigns and short-to-mid-term planning by developing target lists, running sales reports, data analytics, and sales tracking projects

### **Skills & Requirements**

- Bachelor’s degree or equivalent with strong academic record
- 1-3 years of financial services or sales experience
- Strong attention to detail
- Strong technology skills (CRM and/or database experience a plus)
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Team player and team builder
- Ability to work independently to meet deadlines & complete projects
- Excellent references

**To apply please email resume and cover letter to [resumes@ironwoodpartners.com](mailto:resumes@ironwoodpartners.com)**