

BUSINESS DEVELOPMENT ASSOCIATE, Boston, MA

Overview:

This is an opportunity for an energetic, detail-oriented self-starter to play a key sales and client support role for the firm which pioneered the use of behavior assessment on Wall Street. The Business Development Associate is a high impact role in our small innovative organization and will require working with several areas of the business.

Business Intelligence Advisors, Inc. ("BIA"), founded in 2001, is a trusted independent investment research and training firm serving institutional investors and hedge funds. BIA's proprietary behavior assessment methodology was developed within the national intelligence community and has evolved over more than a decade of providing unique, behavior-based training, buy-side research, advisory and due diligence services to support our client firms in making better investment decisions.

The Associate reports to the Managing Director of Account Management and Business Development and supports both the Sales and Account Management organizations at BIA. He or she must be highly detail oriented and understand the importance of being responsive to a demanding and highly sophisticated internal and external client base. In addition, the Associate must be comfortable tackling key processes and projects in a dynamic environment.

Primary Roles & Responsibilities:

- Own the Sales Reporting Metrics Process
 - Manage the quality of information in Salesforce.com, not limited to but primarily focused on contacts, meetings, uploading contracts, etc.
 - Research and provide background for inbound requests and in advance of key Sales' prospect meetings
 - Generate and review the weekly status reports from Salesforce.com and working with Sales for completeness and accuracy
 - Create and enhance Sales dashboards and other supporting reports for weekly meetings and ongoing monitoring

- Support Sales and Account Management functions
 - Work with Sales and/or Account Management and client personnel to coordinate logistics details and communication to all parties for client training events
 - Assist with gathering and preparing client documentation in advance of meetings and trainings
 - Enter new client information into BIA's proprietary software
 - Interface with individuals across the organization as required by each project
 - Assist with the client contract process in terms of drafting, proofing and execution, as needed

- Assist with Marketing Initiatives
 - Participate in marketing strategic plan and prospecting discussions from an execution perspective
 - Draft, administer and track results for email marketing campaigns to clients and prospective clients
 - Partner with other stakeholders in the company to ensure consistent firm messaging with website, marketing materials and campaigns

- Ensure maintenance of 'Personal Data' management for Clients and Prospects based on General Data Protection Regulation (GDPR) regulations for continual adherence to data protection standards.

Competencies:

- Attention to detail is of the highest importance
- Highly responsive and able to multi-task, with an outstanding client service orientation
- Strong written and oral communication skills
- Possesses solid business acumen
- Works well independently and within a team
- Able to meet high quality work standards within tight timeframes
- Dedicated work ethic and positive attitude
- Highly self-motivated

Qualifications & Experience:

- Bachelor's degree required, in business or other relevant courses of study; strong academic achievement
- One to three years of post-college work experience, preferably in a sales or client service organization
- Familiarity with the investment management industry preferred
- Working knowledge of SalesForce.com or similar CRM system
- Intermediate to advanced-level user of Microsoft Office, particularly Excel and PowerPoint
- Experience with Adobe Creative Suite preferred (primarily InDesign) preferred
- Understanding of email-marketing tools preferred (e.g. JangoMail, HubSpot, Constant Contact, etc.)

Business Intelligence Advisors welcomes candidates that bring unique and diverse backgrounds and experiences. A commitment to serving clients, teamwork, accountability, and integrity form the foundation of a challenging and exciting career at BIA.

Direct candidates only and no phone calls, please. BIA can only consider candidates who are legally authorized to work in the U.S. without sponsorship.

Interested and qualified candidates are encouraged to send a resume and cover letter to recruitment@biadvisors.com. For more information about BIA, please visit: www.biadvisors.com.

BIA is an equal opportunity employer.