

RFP Writer and Performance Data Analyst

Are you a driven, impact-oriented, socially conscious professional that thrives in an entrepreneurial environment? Do you want to work alongside thought leaders at a growing, world-class, mission-driven B Corp with a history of delivering strong investment performance and generating positive social and environmental impacts? Join us in making a positive impact.

The Role

Boston Common Asset Management (BCAM) is looking for a motivated and experienced **RFP Writer and Performance Data Specialist** to join our inclusive and collaborative “[Best for The World™](#)” team. This opportunity is well-suited for a positive and discerning financial services professional interested in aligning their work with their values. You will play a valuable role on Boston Common’s growing Business Development and Client Service teams, contributing meaningfully to the success of the firm. The best candidate will be highly organized, collaborative, intellectually curious, and eager to grow in a dynamic, team-oriented environment. This role presents a unique opportunity to work with highly experienced investment and management professionals across several teams, gaining well-rounded exposure to our business with significant opportunity to advance within the firm.

Opportunities

- Work closely with thought leaders, strategic thinkers, and cutting-edge sustainable investors working to foster the transition to a more just and sustainable society
- Assist the Business Development and Client Service teams with managing RFPs/RFIs, quarterly/monthly data reporting requirements, and bespoke data requests and surveys on the firm and its investment strategies
- Develop external language plans communicating our Investment/ESG business priorities to a diverse set of clients and stakeholders
- Own and oversee projects, leveraging technology to create more efficient processes within both Client Service and Business Development
- Collaborate and manage relationships with external marketing partners
- Develop as a professional and colleague in a growing, mission-driven investment firm

Qualifications

- Investment-literacy, a growth mindset, and a passion for social and environmental progress and the opportunity available to investors to address the world’s challenges
- A creative and enthusiastic approach to problem-solving, project management, technology, and effective communication
- Comfort navigating large sets of quantitative and qualitative information in Microsoft Excel
- Professional manner and approach, excellent time management skills, social and emotional intelligence, skilled communicator across a variety of stakeholder groups
- Ability to present complex information in easily understandable forms, tailored to a variety of audiences and customer personas
- 2+ years of relevant experience in financial services or sustainability desirable. Direct experience in ESG, Impact, and/or Mission-driven investing a plus.
- Proficiency with Advent, SQL/SSRS, Morningstar, Salesforce, Monday, Diligence Vault, RFPIO, Seismic & eVestment Omni a plus.

Compensation

Compensation will depend on experience and qualifications. BCAM offers a competitive benefits package, including medical, dental and 401(k) plans.

BCAM is committed to fostering a diverse and inclusive work environment. Diversity enriches our culture, our work, and aligns with our community, organizational, and investment philosophy. Boston Common Asset Management is an Affirmative Action-Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, military/veteran status, sexual orientation, gender identity or expression, marital status, neurodiversity, genetic information, or any other protected status.

About Boston Common

Boston Common Asset Management BCAM is a diverse, women-led, sustainable investor and innovator dedicated to the pursuit of financial return and social change. An active, global equity ESG investment manager and a leader in impactful shareowner engagement since its founding in 2003, BCAM is majority women- and employee-owned. BCAM is headquartered in Boston with an office in San Francisco. The company's investment strategies totaled \$6.0 billion in assets as of December 31, 2021.

How to Apply

Applicants should send a resume, salary requirements and a cover letter describing how your qualifications and interests will enable you to contribute to our organization in this position. Send all correspondence via email to: recruiting@bostoncommonasset.com and include "RFP Writer and Performance Data Specialist" in the subject line.

For more information, please visit www.bostoncommonasset.com.

Certified



Corporation

Recognized as "BEST
FOR THEWORLD:
Overall", by B Lab –
2017, 2018, & 2019