

**JOB DESCRIPTION**

**JOB TITLE:** Content Manager  
**REPORTS TO:** MD of Business Development  
**DEPARTMENT:** Sales and Marketing

**Who are We?**

We're Chandler Asset Management, an employee-owned and independent financial services company; our concentration centers on managing taxable fixed income portfolios that are aligned with our institutional clients' needs. We manage over \$22 billion in assets and believe in the philosophy of creating value and managing risk with active management, using robust quantitative analysis and qualitative insights.

**What do we value?**

*Great People with Great Values.* Integrity, service, excellence, education and teamwork are the values that define the culture at Chandler Asset Management.

In addition to our core values, our culture is defined by 27 fundamental behaviors that describe our culture, set us apart and drive our success. From the beginning, we've always wanted to deliver total piece of mind through extraordinary performance. We believe our extraordinary performance and culture are driven by our dedicated and committed people.

**What's the job all about?**

The Content Manager position is responsible for collaborating with the Senior Content Manager and leadership team to manage and support the company's marketing and sales initiatives. Specifically, this position is responsible for supporting the requests for proposals (RFPs) process. The process works to identify, write, coordinate input from Subject Matter Experts and publish RFPs in a timely manner.

In addition, the position is responsible for helping to develop and implement consistent marketing communications for the firm. The ability to juggle multiple tasks, ensure tasks and projects are done on time and deliver results is essential in this position.

If you are a proven marketing professional that's got what it takes to be a part of our team, please send your cover letter and resume to [careers@chandlerasset.com](mailto:careers@chandlerasset.com).

The essential functions of the role include:

- **RFP writing & production:** Own the RFP process from inception to publishing of final copy. Prepare timely, accurate and concise proposals using Rocket Docs content manager and proposal writing software. Research background information on prospects and interview our firm's knowledge experts to articulate our investment process in responses. Project manage the time-constrained RFP process to ensure that all proposals are complete, thoroughly proofed, edited and all requirements are met by each specific deadline. Review and maintain proposal responses, ensuring the integrity of the firm's message.
- **Marketing Communication:** Collaborate across the organization to develop marketing communications. Produce weekly, monthly, and strategic marketing pieces that effectively deliver our message. Produce presentations, brochures, web content and other materials to support the sales and client service efforts.
- **Market Research:** Monitor market opportunities utilizing bid sourcing sites such as GovWin, competitive analysis, and win/loss reviews to help determine opportunities for improvements. Develop and communicate our core message to further strengthen our brand by differentiating our firm from others.
- **Collaboration:** Ability to develop highly collaborative relationships with all areas of the organization to ensure effective marketing campaigns and programs
- Maintain confidentiality and use discretion with sensitive information

**What can you bring to our team?**

Would you define yourself as a self-motivated, proactive and performance-oriented marketing professional that is creative and trustworthy? We are seeking someone who is prompt and precise with a high-level of integrity that aligns with our values and commitment to our client-centered approach! The ideal candidate is someone who has experience in the various marketing functions of an investment adviser, with strong organizational skills and the ability to lead and influence others positively. You have sincere appreciation for people and how they are uniquely motivated coupled with the initiative, dynamism and strong sense of responsibility to deliver the desired results!

**This Team Member will have:**

- Minimum of 5 years of financial services industry experience including experience in proposal writing
- Experience managing a response database using Rocket Docs or other proposal writing software
- Experience with Hubspot
- Excellent communication — both written and verbal
- Strong project management skills and the ability to work at a fast pace under tight deadlines
- A team player, likes to collaborate
- Ability to interact with a diverse marketing team and champion projects across the organization
- Undergraduate degree with a concentration in Business, Finance, Marketing, Journalism, English, Communications, or Public Relations preferred
- Graduate degree preferred but not required
- Very strong proficiency using Microsoft Office and Adobe Creative Suite

**Personal Profile:**

- Welcoming client service attitude
- Punctual
- Meticulous attention to detail
- Ability to manage multiple projects
- Perseverance and follow-through
- Able to work independently
- Highly ethical
- Self-motivated
- Ability to maintain confidentiality
- Recognizes and respects clients and colleagues
- Think creatively
- Results driven, highly collaborative
- Detail oriented

**What we can offer you!**

- Medical, Dental & Vision
- Life & AD&D
- Short-Term & Long-Term Disability
- Accident & Critical Illness
- Employee Assistance
- Travel Assistance
- Flexible Spending Accounts
- PTO
- Paid Holidays
- Fun Company Events

**Ready to join our team?!**

Please note before submitting an application: as a company, we take hiring very seriously. Although we are unable to follow-up with each and every applicant, we do our best to run a thorough process for candidates with whom we identify a potential fit. Chandler Asset Management provides equal employment opportunities (EEO) to all employees and applicants for

employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity or gender expression.