



ArrowMark Sales Assistant Role Summary

The **Sales Assistant** will work closely with senior sales and consultant relations team members on a range of business development activities and relevant support functions to help grow and retain assets across ArrowMark's investment strategies, with a focus on the firm's alternative investment capabilities.

Key Responsibilities:

- Support multiple client facing team members with the coordination of all business development related activities: scheduling appointments, tracking/managing meeting follow-up items, responding to requests for marketing materials, disseminating inbound sales inquiries, etc.
- Manage CRM system (Backstop Solutions), including building firm-level profiles, implementing channel segmentation / tiering, recording meeting and call notes, ensuring pipelines are current, marketing activities are entered and tracked, uploading market intelligence, and maintaining accuracy of client and prospect contact information and internal coverage assignments.

Other Duties:

- Provide business development team with administrative support including travel planning, expense reporting and calendar and contact management.
- Plan and organize client appreciation & business development events and activities, including reserving venues, sending invitations, and making confirmation calls.
- Manage and routinely evaluate landscape of external vendor relationships as primary point of contact:, databases, publications, corporate memberships and sponsorships, etc.
- Manage business development database subscriptions and conference calendar.

Required Experience, Competencies & Skills:

- Bachelor's degree
- Strong written and verbal communication skills
- Strong planning, organizational, implementation and follow-up skills
- Ability to manage changing demands and priorities
- Proficient in MS Office (Excel and PowerPoint)
- Effective team player who is comfortable working both collaboratively and independently

Additional Information:

- ArrowMark Partners is an equal opportunity employer. We believe the most effective way to attract and retain a diverse and inclusive workforce is to foster an open, collaborative culture where diversity of perspectives, ideas and experiences is highly valued and encouraged because it enhances employee engagement and leads to better investment outcomes for clients. We welcome all qualified applicants for employment without regard to any status protected by applicable law.



Compensation¹ and Benefits:

- The base salary range for this position is approximated to be \$45,000 – \$55,000 USD. Actual pay will be based on the skills and experience of each candidate.
- Position is eligible to receive an annual discretionary bonus award. Individual bonuses are determined based on individual, team, and company performance.
- Eligible employees are offered a full suite of benefit options that includes comprehensive health and life benefits, 401(k) plan, flexible and health spending programs and access to a variety of voluntary benefits.

¹The salary range is posted in accordance with the Colorado Equal Pay for Equal Work Act. The salary range for this same position may be lower or higher in markets outside of Colorado.