



JOB DESCRIPTION

Title: Business Development Operations Associate, Global Treasury and Risk

Summary: This full-time position supports activities required to promote the Novantas Global Treasury and Risk business—a provider of strategic consulting services to some of the largest and most sophisticated financial institutions in the world. Responsibilities for this position are to support the development of client-ready marketing materials, update and maintain business development tracking reporting, conduct primary research on potential client companies, and perform other activities to support Global Treasury and Risk business development objectives.

Qualifications: The individual should possess strong writing and editing skills; manage work streams with minimal oversight; have superior attention to detail; and possess solid interpersonal and communication skills. Additional requirements are a bachelor's degree, relevant work experience in financial services, and proficiency in Microsoft PowerPoint, Excel, and Word. Knowledge of banking, accounting, and finance helpful.

Manager: Managing Director, Global Treasury and Risk

Hours & Location: Position is expected to work 40-hour work weeks with flexibility in timing and location. Can

be based in our New York or Chicago offices or work remotely.

Responsibilities:

- Update and edit legacy business development documents (“pitches”), working with Global Treasury and Risk leaders to incorporate latest ideas and document refinements with some guidance from Managing Director
- Provide final proofing edits to business development documents and presentations, including typos, sentence structure, colors, formats, etc. to achieve a highly professional and polished client-ready product
- Maintain inventory of current business development documents, gather conference documents and other specialized materials as needed
- Maintain specialized business development tracking system, update with information provided by Global Treasury and Risk leaders, and reconcile with company client management system
- Conduct internet searches and other primary research on topics of importance to Global Treasury and Risk business development
- Conduct research to prepare for client meetings to include review of website, gathering client investor presentations, other relevant client material, and to provide basic summary of the content. (This is expected to be a trained capability.)
- Send email communications in Managing Director’s name, such as meeting requests, thank you notes, and non-complex interactions
- Participate in weekly business development strategy meeting, take notes, and update dashboard as needed
- Coordinate business development efforts with other businesses at the direction of the Managing Director

- Special projects as needed