



MINARD CAPITAL

## Position Description

**Title: Managing Director, Senior Consultant**

Location: San Francisco, CA

### What you'll do:

- Oversee every facet of client service and expectation management including the timely and accurate execution of all client deliverables as delineated in each customized client contract;
- Serve as a resource to other Minard Capital senior consultants to include investor research, investor calls and outreach, securing investor meetings and marketing strategy for the purposes of securing inroads with vetted prospects;
- Construct and build the *Progress Report* and manage all firm resources to ensure timely completion of deliverables;
- Construct *Revenue Generation Pipeline* for clients by researching key allocators actively investing in clients' strategies;
- Research natural buyers for client's strategies using proprietary and external databases;
- Schedule and manage all client prospect calls and roadshow meetings including the management and creation of marketing collateral, agendas, event invitations, investor profiles and follow up reports;
- Update CRM database and related applications to ensure accuracy of relevant client information;
- Have the impetus, interest and flexibility to travel for select client projects and roadshows;
- Attend investor meetings, taking copious notes (utilizing Apple technology) and provide feedback to MC clients on investor interest levels and next steps.

### Who we're looking for:

- Experienced marketing professional with proven history and background of successfully raising capital;
- Passion for building asset management businesses from the ground up;
- Incredible attention to detail with an unquestioned work ethic and commitment to honesty;
- Critical thinker with the confidence to produce original thought and convey clear a message;
- Exceptional written and verbal communication skill with knowledge of proper grammar, sentence syntax and etiquette;
- Genuine care for people with a commitment to high touch client service;
- Strong personal initiative with a desire to learn and improve;
- Exceptional ability to adapt quickly to changing circumstances, deadlines, and client directives.

### What you'll get:

- An elite and passionate team of colleagues working to change the face of the asset management industry;
- All of the necessary resources you need to grow and develop in your career;
- Gold-tier PPO health benefits including 75% employer paid medical and 100% paid dental & vision premiums;
- 50% premium reimbursement (up to \$100 per month) to a sports club or gym of your choice;
- Fully stocked pantry and fridge customized to team preferences. Regular paid lunches and team events including dinners, sporting events, and group off-sites;
- Exquisite office in the heart of Union Square, San Francisco with top-line Apple technology, sit / stand desks and fully customized accessories;
- Competitive salary and PTO allowances annually.

### Qualifications:

- Bachelor's Degree in Finance, Business, Journalism, Marketing, English or a related field; CFA / MBA a plus
- 5-7 years experience working in Asset Management; direct exposure to institutional asset management preferred
- Project Management experience: exceptional organizational skills and precise attention to detail
- Able to multi-task and manage time effectively, skilled at prioritization and problem solving
- Comfortable working both collaboratively and independently with an entrepreneurial attitude and focus



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- Self-motivated with the ability to thrive in a fast-paced environment
- Skilled use of Apple technology for business functions a must; Fluent typing ability required

**To apply:**

Kindly e-mail cover letter, CV and two writing samples as a combined PDF to [careers@minardcapital.com](mailto:careers@minardcapital.com). Indicate “Managing Director, Senior Consultant – Your Name” in the subject line.