

Business Development Analyst

CBRE Caledon Capital Management Inc. ("CBRE Caledon") is a leading infrastructure and private equity investment solutions provider. We create long-term value for clients by accessing and managing high quality investment opportunities and building comprehensive infrastructure and private equity portfolios. Today, our dedicated team of 38 professionals represents investment capital of over \$10 billion for institutional investors across North America.

CBRE Caledon is a separate business unit within CBRE's independently operated investment management subsidiary, CBRE Global Investors. CBRE Global Investors is one of the world's largest real asset investment management firms with US\$98 billion in assets under management. The Firm sponsors real asset investment programs across the risk/return spectrum in the Americas, Europe and Asia for over 500 institutional investors worldwide. CBRE Global Investors is the independently operated investment management division of CBRE Group, Inc. ("CBRE", NYSE:CBG), the world's premier full-service commercial real estate services company with more than 75,000 employees in approximately 450 offices worldwide.

The Role

This successful candidate will work as part of the Business Development team to support all business development, sales and marketing efforts as CBRE Caledon looks to expand its client base.

Key responsibilities

Business Development

- Coordinate and execute responses to requests for proposals ("RFPs") for new business
 - Develop a deep understanding of the requirements and objectives of prospective clients that will inform RFP responses including knowledge of CBRE Caledon's business, previous proposals and existing client relationships
 - Draft responses to RFP questions; coordinate across business units to compile content, data and feedback as needed
 - Ensure information is reviewed, compiled and submitted in a timely manner
 - Develop a deep understanding of procurement processes, including typical submission requirements, disclosure laws and relevant regulatory issues
- Develop presentations to support general business development efforts and for meetings with prospective clients; ensure presentation materials are up-to-date, accurate and consistent
- Assist in responding to ad-hoc information requests from prospective clients and CBRE Global investors; coordinate with other CBRE business units to compile joint RFP responses that may include educational materials, sector analysis, summary of existing investments, and overview of legal/tax issues
- Provide analysis of current and potential investors and market conditions for existing and prospective clients; research and monitor potential future business opportunities (newswires and databases); ongoing monitoring of competitive environment
- Ensure maintenance of CRM prospect database and notes, arrange meetings, ensure senior team is fully briefed and prepared for meetings, conduct follow-up calls; work collaboratively with CBRE Caledon administrative staff
- Assist in tracking and reporting of business development activities to CBRE Caledon management and CBRE Global Investors

Sales & Marketing

- Assist with the development and updating of marketing materials (including newsletters) as well as building CBRE Caledon's brand and awareness of the organization both on-line and in print; research relevant conferences, develop presentation materials for panels/workshops, etc. and maintain database of same
- Assist in the identification of markets and/or channels for business expansion, developing a deep understanding of the marketplace
- Coordinate the updating of CBRE Caledon's website and monitoring of competitor websites
- Coordinate conference attendance and speaking arrangements for the firm
- Work on newsletter and white papers that are being developed within CBRE Caledon

Qualifications

- 1-2 years of experience coordinating and executing responses to requests for proposals (RFPs) including compiling content and data, drafting responses to questions and coordinating across business units
- 1-2 years prior experience in the investment industry preferably in a business development role with knowledge of private markets, investment banking, equity capital markets, institutional sales or corporate

consulting

- Exceptional written and oral communication skills, intellectual agility, and the ability to manage multiple workstreams simultaneously
- Demonstrated ability to conduct research and prepare presentations and marketing materials; strong attention to detail
- Highly proficient in Excel, Word and PowerPoint; knowledge of database creation and management
- Completion of a university degree -- business or marketing majors preferred -- with a strong academic record

Further, you are an ambitious self-starter, a solid team player with a positive attitude and possess high professional and ethical standards. You endeavour to perform work beyond what is required at your level and are willing to “roll up your sleeves” in an entrepreneurial environment to get work done as necessary. You have a demonstrated ability to be resourceful and persistent in gathering and assessing information and to quickly assimilate knowledge.