

# ANALYST, BUSINESS DEVELOPMENT

## Toronto, Ontario

*CBRE Caledon is a leading infrastructure and private equity manager and solutions provider. CBRE Caledon's business model is to enable investors to access well diversified portfolios of infrastructure and private equity assets utilizing the same approach as the world's leading institutional investors. The Firm currently provides services through pooled vehicles and customized separately managed accounts and creates long-term value for clients by managing high-quality investments and building comprehensive portfolios. Today CBRE Caledon's dedicated team of over 50 professionals represents over \$10 billion on behalf of institutional investors globally.*

### THE ROLE

We are looking to add a Business Development Analyst to work closely with the Business Development team in support of all business development and marketing efforts including responding to RFPs, preparing marketing materials and decks and supporting the sales process. Responsibilities are as follows:

#### **Business Development (80%)**

- Coordinate and execute responses to requests for proposals ("RFPs") for new business by
  - Developing 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
  - Drafting responses to RFP questions; coordinate across business units to compile content, data and feedback as needed
  - Ensuring information is reviewed, compiled and submitted in a timely manner
  - Developing 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

#### **Marketing (20%)**

- 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; and 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/marketing role with knowledge of private markets (private equity and infrastructure preferred), investment banking, equity capital markets, institutional sales or corporate consulting
- Proven 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.

*All interested candidates, please submit your resume to [careers@cbrecaledon.com](mailto:careers@cbrecaledon.com). CBRE Caledon is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status.*