

## JOB OPPORTUNITY

**Position:** RFP Analyst  
**Reporting To:** AVP, Product  
**Term:** Full-Time  
**Location:** 20 Eglinton Ave West, Toronto

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### **Overview**

The **RFP Analyst** will provide the client service channels with business development assistance, compiling quantitative and qualitative data to respond to Requests for Proposal (RFPs) and Requests for Information (RFIs), and to assist the Client Service team in client reporting such as Due Diligence Questionnaires (DDQs) and ensure BG data accuracy on Consultant Databases.

### **Key Responsibilities**

- Respond to information requests from clients, prospects and consultants, including Requests for Proposal (RFPs), Requests for Information (RFIs), Due Diligence Questionnaires (DDQs) and any other request for qualitative or quantitative information.
- Maintain the content management system, including periodically requesting updates from subject matter experts (SMEs) and ensuring Compliance and other SME revisions of content are promptly reflected.
- Audit and maintain all qualitative and quantitative information on consultant databases (eVestment, Morningstar etc.).
- Work on ad-hoc projects to facilitate and optimize workflows.
- Support Marketing team initiatives as needed

### **Requirements**

- Post-secondary education, preferably in business, finance, communications or marketing
- Experience in the financial services industry with an understanding of the investment management business to respond to complex RFPs
- Familiarity with RFP response software (Expedience, Loopio etc.) and consultant databases (eVestment, Morningstar etc.) is preferred
- Strong personal initiative combined with excellent analytical and problem-solving skills, and a keen eye for detail
- Reliable team player who can follow instructions, work independently and prioritize competing projects under tight deadlines

This posting is for a current vacancy on our Marketing team. To apply, send your resume to [careers@beutelgoodman.com](mailto:careers@beutelgoodman.com).

If you require any accommodations during the recruitment process, please email us at [hr@beutelgoodman.com](mailto:hr@beutelgoodman.com). A member of our HR team will reach out to you.