



**About River Road Asset Management:** River Road is an institutional investment management firm located in Louisville, KY. Founded in April 2005, River Road provides institutional separate account and investment sub-advisory services to a broad range of domestic and international clients

**Location:** Louisville, KY

**Position:** Client Communications Coordinator

**Status:** Full-Time

**Reports To:** Director of Client Communications

**Job Description:** Produces marketing collateral and ensures that it is accurately updated in a timely manner

**Primary Duties & Responsibilities:**

- Actively assists the Client Communications Department in most Client Communications functions
- Creates, maintains, and updates marketing collateral including presentations, strategy reviews, fact sheets and other related items for our clients and consultants, ensuring accurate, on-time delivery
- Maintains back-up data for all marketing materials
- Creates, updates, and maintains quarterly Fact Sheets
- Updates templates for quarterly strategy commentaries and management letter
- Updates and populates qualitative information in consultant databases and RFP software
- Actively contributes to continuous departmental quality and efficiency enhancement efforts
- Completes other special projects as assigned

**Experience and Qualifications:**

- Advanced knowledge of Microsoft PowerPoint, Word, Excel, Adobe Creative Suite and other software and systems specific to the department (experience with PMAPS Proposal Automation software a plus)
- Ability to listen, follow instructions, and multi-task
- Extraordinary attention to detail
- Ability to think critically
- Ability to work efficiently with supervision
- Ability to prioritize time and tasks with Manager input
- Strong organizational and interpersonal skills
- Ability to work in a dynamic environment
- Strong written and oral communication skills
- Must exhibit professional maturity and ability to be a team player
- Effective liaison between multiple constituents
- Ability to respond/ reach appropriately to problems
- Bachelor's degree or equivalent combination of education and/or experience required
- Three years of relevant industry experience preferred
- Quickly trainable

Applicants are asked to include a cover letter with their application.

**To apply, please email [careers@riverroadam.com](mailto:careers@riverroadam.com)**

*River Road Asset Management is an equal opportunity employer and a drug free workplace.*