



Marketing Associate

The Marketing Associate reports to the Head of Marketing and will be focused on supporting the firm's marketing and investment initiatives. The Marketing Associate is responsible for, but not limited to, the following:

- Developing a sound understanding of Salient products/strategies
- Material management for assigned products including updating PowerPoint slides/presentations, fact sheets, etc., on a recurring basis
- Secondary back up to the Digital Marketing Associate and Head of Marketing for email, website and other digital initiatives
- Managing the organization of printed and electronic materials including maintaining a collateral log, ensuring physical copies are cycled out and electronic copies are updated regularly on the team's intranet, as well as, what is made available for Sales team efforts.
- Assisting with content development of new materials for assigned products and ensure consistent and accurate messages are communicated
- Working closely with Compliance to understand rules/regulations of assigned collateral and applying necessary changes to ensure collateral meets standards
- Event coordination with Sales team
- Point of contact for stationery and assist with firm specific marketing materials
- Facilitating interdepartmental communications on assigned projects
- Other duties as assigned

Here's what you'll need to be successful:

To be successful, the ideal candidate for this role will be a quick learner, self-directed, responsible, organized, focused, and detail oriented, with strong multi-tasking abilities. He/she will have at least 2 years previous experience in Marketing, preferably in a regulated environment. The candidate must possess the communication skills necessary to build and maintain relationships with teammates, colleagues from other lines of business, senior management and vendors.

Qualification Requirements:

- Bachelor's Degree in marketing, communications or a related field
- Highly proficient in Microsoft Office Suite
- Ability to balance the requirements of several projects at a time with limited timelines
- Strong written and verbal communication, planning, analytical, project management, and organizational skills
- Self-motivated; comfortable working with a team as well as individually



Primary Location:

Houston, TX

Contact:

Please contact Roz Davis, Senior VP of Human Resources, to apply:
careers@salientpartners.com