

## **SALI Fund Services Business Development Intern**

### **Firm Summary:**

Founded in 2002 and based in Austin, TX, SALI Fund Services (“SALI”) provides a turn-key solution for the creation and administration of Insurance Dedicated Funds (“IDFs”). SALI administers IDFs for a broad range of alternative asset managers, from boutique hedge funds to the largest wealth management institutions in the world. Currently, SALI manages over 130 separate IDFs with over \$13 billion of assets under management.

SALI enables investment managers to create tax compliant IDFs which can be attached to insurance company Private Placement Variable Annuity and Private Placement Life Insurance investment account platforms. On an ongoing basis, SALI serves as the fund administrator to the IDF.

### **Position Summary:**

SALI is seeking a Business Development Intern to work closely with our Fund Development and Marketing teams. The role requires a broad interest in business, finance, contracts, and marketing.

### **Responsibilities:**

- Assist the Fund Development team with:
  - Updating fund offering documents and contracts
  - Generating reports and meeting materials
  - Creating status updates for clients
- Assist the Marketing team with:
  - Updating and reviewing fact sheets for the IDFs
  - Updating existing marketing materials on a monthly / quarterly basis
  - Creating new marketing materials
  - Reviewing and approving of IDF Marketing Decks
- Contribute to other projects on an as-needed basis

### **Desired Skills and Experience:**

- Ability to work part-time during school year / full-time during the summer
- Strong attention to detail
- Strong quantitative skills and excellent written / verbal communication skills
- Excellent PC-related skills (Excel, Word, Outlook or other software applications) a necessity
- Broad understanding of investments preferred but not required
- Willingness to “roll up your sleeves” and assist in any way necessary
- Shows initiative, self-motivated, professional demeanor, and desire to learn

### **Compensation:**

\$12/Hour