**SALI Fund Services**

**Fund Development Analyst**

**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 150 separate IDFs with over $18 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 Fund Development Analyst to join our Fund Development, Client Relations, and Marketing teams in servicing the relationships between SALI and its insurance company investors and investment subadvisors. The Fund Development Analyst’s time will be split between approximately 50% Fund Development work, 30% Client Relations work, and 20% Marketing work, though this breakdown is subject to change based on each team’s workload.

Our ideal candidate is highly motivated, extremely organized, and exceptionally detail oriented. The candidate is able to work effectively with a team or independently, but always maintains a team-player mentality.

**Responsibilities:**

* Fund Development (30%):
	+ Assist with new IDF formation, including drafting of legal contracts and offering materials.
	+ Support the team in managing the closing of fund transactions.
	+ Collaborate with the Legal Department to ensure all legal, compliance, and contractual matters are addressed efficiently.
	+ Maintain Salesforce information database relating to the onboarding of new IDFs.
* Client Relations (30%):
	+ Assist in the process of IDF attachment and approval at various insurance companies, including drafting of legal contracts.
	+ Maintain Salesforce information database relating to the approval of IDFs on various insurance company platforms.
* Marketing (40%):
	+ Assist in the publishing of monthly and quarterly marketing materials by updating / reviewing fact sheets for all IDFs and revising existing marketing materials on a recurring basis.
	+ Create new marketing materials as needed.
	+ Review and approve IDF Marketing Decks for new IDFs on the SALI platform.
	+ Assist the marketing team with tracking new opportunities as they emerge and continued follow up with prospects.
	+ Provide reporting support for the marketing team by systematizing various data points associated with the marketing pipeline.
	+ Review and approve IDF Marketing Decks for new IDFs on the SALI platform.
* Participate in general team projects and assignments such as continual process improvement and strengthening of business controls.

**Desired Skills and Experience:**

* 4-year college degree required
* 1-3 years professional work experience preferred
* Highly effective written and verbal communication skills, as well as quantitative skills
* Strong attention to detail a must
* Ability to work successfully within a group
* Flexibility to adapt to changing work priorities and assignments in a fast-paced environment while maintaining excellent quality of work and meeting all deadlines
* Good attitude and willingness to take ownership of projects
* PC-related skills (Excel, Word, Outlook or other software applications)
* Broad understanding of the financial industry preferred, but not required
* Willingness to “roll up your sleeves” and assist in any way necessary

**Compensation/Benefits:**

* Annual compensation package is commensurate with experience
* Comprehensive benefits package includes medical, life, disability, 401(k), Flexible Spending Account, Profit Sharing, and other voluntary benefits

Please send a cover letter with salary requirement and resume to hr@sali.com