



Position Available: Sales and Marketing Intern

Location: Chicago, Hybrid Position (1/2 office & 1/2 remote)

**Job Responsibilities:**

- Find sales leads among institutional investors, endowments, foundations, public and private pension plans.
- Manage the inflow and outflow of information as it pertains to prospects and current clients.
- Manage client and prospect appointments.
- Lead and participate in marketing campaigns.
- Qualify sales leads by corresponding with various prospects.
- Update records regarding company leads.
- Create and updating marketing materials under the supervision of the President.
- Collaborate with Investment team on institutional feedback.
- General support to the President and other duties as directed.

**Minimum Qualifications Required:**

- High school degree
- Currently in college or college degree preferred
- Skilled at effectively utilizing tools such as Excel (experience with Salesforce and constant contact a plus but not required)
- Strong written and oral communications skills
- Solid organizational skills with sharp attention to detail
- Good work ethic, results-oriented, flexible, patient and adaptable
- Broad knowledge and interest in the investment industry
- Ability to work in a fast-paced environment
- Interested in learning about the hedge fund industry and its participants
- Values gaining sales and marketing experience

**Submit resume to:** [marenibar@hfr.com](mailto:marenibar@hfr.com)

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