

Client Leadership – Our Vision

An independent investment consulting firm, Marquette Associates guides institutional investment programs with a focused client service approach and careful research grounded in real-world experience. We've served clients with a single mission for over 30 years – enable institutions to become more effective investment stewards.

Job responsibilities will include, but are not limited to:

- Develop quantitative and qualitative analysis to support original Marquette research
- Write white papers on topical and academic research topics as related to the capital markets
- Provide customer service in the on-boarding and ongoing needs of customized reporting/meeting demands
- Assemble client education material
- Write reports/analysis on investment managers for internal and client use
- Analyze overall market factors influencing the asset classes
- Write position and research papers on the asset classes
- Serve as a resource for consultants
- Present research/manager due diligence at client meetings
- Attend weekly Investment Committee and Investment Manager Committee meetings
- Represent Marquette at investment conferences
- Maintain all regulatory reporting requirements

Qualifications:

- Bachelor's degree with 5–10 years investment related experience in the financial service sector or advanced degree in a relevant field (i.e. MBA, Law, Finance)
- Strong client service experience and ability to present information to clients effectively and professionally
- Strong attention to detail and highly organized with ability to work independently to meet deadlines
- Ability to multitask in a fast-paced environment and react to change positively
- General working knowledge of portfolio management (asset allocation, diversification, rebalancing, active/passive management). General knowledge of bonds, stocks and currencies
- Solid knowledge of Microsoft Office and the ability to quickly learn new software applications
- Critical thinking skills, a self-starter with excellent follow-up abilities
- Professional communication and interpersonal skills

Marquette Associates offers competitive benefits, including medical, dental and vision coverage; flexible spending plans for health care and dependent care; generous time off benefits; 401(k) plan with company match and more.

To apply, please forward your resume to hr@marquetteassociates.com with the subject line "Research Analyst – Fixed Income – *Your Name*". **We are an Equal Opportunity Employer. No recruiters will be considered for this position.**