

Job Opportunity: Associate Relationship Manager

Employer: Riverbridge Partners, LLC

Location: Minneapolis, MN

Job Type: Full-Time

Our Company

Riverbridge is an investment firm located in downtown Minneapolis. We believe that investing is about more than money. It is about adding enduring value to lives, communities, and the world we are building together—for generations to come.

Our Culture

We are a team of people who seek to learn and grow every day, not for our own gain but for the good of those we serve. We seek to have a service mindset guide all we do, looking beyond our own self-interest. We also believe that adding value is a continual pursuit, so we are motivated to actively discern, seek feedback, and test our thinking in ways that push past prescribed pathways. We bring passion to our work and to how we build relationships.

The Role

The Associate Relationship Manager will assist the relationship management team on all aspects of client service, business development and marketing for our retail and institutional clients. This individual will work closely with the more senior members of the team in responding to both internal and external requests in a timely manner. As this individual develops, the opportunity to take responsibility for client relationships will ensue.

Your Responsibilities

- Client Service - Provide exceptional service to existing clients and prospects
 - Field and respond to incoming calls/emails from clients
 - Maintain and update internal CRM ensuring up to date and accurate records
 - Manage client presentation workflow - generate requests, update information, and send through review
- Business Development - Review/prospect current advisor & RIA clients to determine opportunity
 - Conduct research and analysis to create a targeted client/prospect list
 - Work with senior relationship managers to proactively engage with targeted client/prospect list
 - Assist in scheduling in person meetings and trip planning
- Marketing - Support marketing & distribution efforts
 - Review quarterly marketing materials and website for accuracy
 - Submit materials to partners for review and distribution
 - Coordinate email campaign of our quarterly newsletter to platform partners

Your Qualifications and Qualities

- Bachelor's Degree with an excellent academic record
- 0 - 3 years of professional experience
- Series 6, 63 and 65 licenses or ability to obtain
- Intellectual curiosity about the investment business
- Highly organized, detail-oriented, flexible, reliable, and proactive
- Ability to manage multiple priorities and meet deadlines
- Excellent customer service and interpersonal skills
- Strong written and verbal communication skills
- Highly collegial and collaborative

To apply, please submit a resume and cover letter to careers@riverbridge.com.
Riverbridge is an Equal Opportunity Employer.