

## **Director – Retail Funds**

ACM Advisors Ltd. (“ACMA”) provides fixed income investment solutions and commercial mortgage financing. ACMA is dedicated to providing our investors with superior returns on investments in pooled funds of mortgages and related fixed income securities backed by quality Canadian real estate properties. We accomplish this goal through well established sources of investment opportunities along with prudent underwriting and timely decision-making, implemented with the expertise and experience of our professional management.

The role of Director – Retail Funds is to formulate strategies for and the implementation of capital raising and investor relations principally for the ACM Commercial Mortgage Fund. The Director – Retail Funds will excel in an environment which requires a diverse skill set to accomplish the varying duties of this role. The Director – Retail Funds will be a self-starter with excellent communication skills who is eager to grow the ACM Commercial Mortgage Fund and maintain client relationships with the highest business professionalism. The Director – Retail Funds will also assist the executive management team in providing frontline input to the strategic operations of the ACM Commercial Mortgage Fund.

The Director – Retail Funds will work from ACMA’s 1140 Homer Street, Vancouver office and report to the Vice President - Investments.

### **Key Responsibilities – Capital Raising:**

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- Develop, prepare, and implement all marketing and sales strategies for the ACM Commercial Mortgage Fund;
- Undertake research and maintain a database of all contacts, investment advisors and potential investors across Canada;
- Develop all marketing materials for the ACM Commercial Mortgage Fund in compliance with the requirements of the respective Securities Act(s) in each jurisdiction where the material is to be utilized;
- Distribute marketing and sales materials to a broad market of potential investors and investment advisors across Canada;
- Respond to all incoming marketing/sales calls on a timely basis;
- Establish and implement a calling/meeting/follow-up program to ensure the growth of the ACM Commercial Mortgage Fund;
- Make formal presentations to groups of Investment Advisors and/or clients;
- Enhance the utilization of the ACM Advisors website to make it a “user-friendly” sales tool for investors and investment advisors to acquire units of the ACM Commercial Mortgage Fund; and
- Provide support and assistance in the capital raising efforts for ACM’s other funds.

### **Key Responsibilities – Investor Relations:**

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- Maintain on-going regular communication and relationships with existing investors and investment advisors;
- Respond in a timely manner to all inquiries from investors and investment advisors regarding any and all aspect of the operations and/or financial performance of the ACM Commercial Mortgage Fund;
- Coordinate with other ACM personnel to ensure that all steps of the subscription processes are

- documented, correct and tracked, including follow-up with clients for any missing information; and
- Provide support and assistance as required in the management of institutional client relationships for ACM's other funds.

### **Key Responsibilities – Business Development:**

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- Assist in the development, implementation and monitoring of strategic business plans and portfolio management strategies to maximize the on-going profitability of the ACM Advisors.

### **Qualifications:**

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- Superior inter-personal and sales skills;
- Excellent written and verbal communication skills;
- University degree in business, preferably with a focus on marketing and/or finance;
- Minimum of 3 years of marketing experience, preferably in the financial services industry;
- Completed the Canadian Securities Course;
- Sound knowledge of marketing and sales practices for financial products;
- Excellent computer skills – financial modelling, forecasting, and sensitivity analysis;
- Enjoys working in a multi-team environment; and
- Must be willing to travel extensively.

### **Timing and Process:**

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Interested applicants should email their cover letter, resume and compensation expectations to [hr@acma.ca](mailto:hr@acma.ca) with “Director – Retail Funds” in the subject line.

We thank all applicants for their interest; however only those selected for an interview will be contacted.