



**PRESERVER**  
PARTNERS

### **Position Description – Marketing Assistant**

Preserver Partners is seeking a full-time Marketing Assistant. Preserver Partners, LLC is an SEC-registered alternative investment management firm that manages investment funds for public and corporate pension funds, institutions, foundations, and individual investors. The firm was founded in 2009 and is based in Memphis, TN. Preserver manages opportunistic income funds for accredited investors, separately managed accounts and a liquid alternative mutual fund, Preserver Alternative Opportunities Fund, for individual and institutional investors.

#### **Primary Responsibilities:**

The successful candidate will:

- Assist in preparation of various external communications (factsheets, marketing decks, investor letters, content marketing);
- Manage investor inquiries;
- Prepare internal reporting of the sales and marketing efforts;
- Manage customer relationship management (CRM) database and reporting;
- Prospect for new leads via multiple channels;
- Schedule investor meetings;
- Coordinate and maintain digital marketing efforts; and
- Assist in the coordination of special events such as quarterly investor dinners and annual investor reception.

#### **Minimum qualifications:**

- Bachelor's degree in relevant field;
- Proficient in PowerPoint, Excel, social media platforms and digital media/marketing applications;
- Excellent communication and analytical skills;
- Ability to work effectively in a team;
- Ability to work independently and efficiently; and
- Possesses high energy, initiative, flexibility, and love for engaging people.

Competitive salary and benefits commensurate with experience. Individual will be based in the Greater Memphis area. A hybrid work model is available: 3 days onsite and 2 days remote.