

Job Specification

Position:	Head of Business Development and Client Management
Reporting to:	Management Committee
Start date:	1 September 2019 / negotiable
Salary:	Market related
Location:	Cape Town/ Johannesburg
Closing date:	30 June 2019

Background and main purpose of the role:

Afena Capital is an investment manager established in 2005. The company currently manages equity and money market assets in excess of R5bn in segregated and pooled investment products. The company is seeking a senior and accomplished individual to fill the role of Head of Business Development and Client Management.

The primary responsibility of the Head of Business Development and Client Management is to attract new flows and manager relationships with new and existing clients, asset consultants and multi-managers.

Qualifications required:

- Relevant tertiary degree and/ or professional qualification

Work experience required:

- Minimum 10 years work experience in the asset management industry, preferably in a business development role
- Demonstrated ability to build and maintain relationships
- Demonstrated ability to raise assets

Key tasks and responsibilities include:

- Identify and develop relationships with assets consultants, multi – managers and clients and convert to asset flow
- Produce a sales pipeline, marketing and conversion plan
- Manage client , multi manager and asset consultant due diligence and tender processes
- Develop and maintain all marketing material including product and sales brochures and online media
- Manage client and asset consultant and multi - manager relationships and attend meetings and report-backs
- Develop market and client intelligence
- Manage client communication
- Produce sales, marketing and client management reports for the management committee and board meetings
- Assist in the development of new products

Skills and competencies:

- Excellent communication and interpersonal skills
- Excellent sales skills and in-depth product and broad investment knowledge
- Relationship building skills
- Excellent writing skills
- Meticulous with a great attention to detail
- Excellent organisational skills
- Fully Microsoft Office proficient