**Sales Director, Fixed Income - Municipals**

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| **Purpose of Role:**Increase existing revenues of Fixed Income Municipals service through managing and retaining current customers while also identifying, prospecting and closing on new business to buyside community.  |
| **Key Responsibilities/Accountabilities**New Business* Sell Fixed Income Municipals service into buyside community, including mutual funds, hedge funds, registered investment advisors, insurance companies and pension funds
* Consistent delivery of individual, monthly new business sales targets
* Develop and maintain a continuous pipeline of new business sales leads
* Identify target customers, make initial contact, establish relationship and develop the business – managing the full sales cycle from start to finish
* Present live or remote product demonstrations for prospects
* Develop and cultivate relationships at the highest levels within prospective accounts
* Hit monthly activity metrics target in accordance with set objectives
* Ensure all existing and potential prospect/client activity is logged in the required CRM tool in the form of calls/tasks or meetings
* Plan business trips with a minimum of 5 meetings per day and meet with manager to discuss the agenda in advance of the trip
* Process all administrative tasks in a timely fashion
* Represent the Fixed Income Municipals offering at required industry events
* Liaise with Sales and CRM teams in the US and globally
* Participate in the strategic development of the Municipals offering for Buyside users
* Work collaboratively with other products in The Mergermarket Group to optimize revenues for the overall business
* Monthly 1-2-1 with manager

Account Management* Responsible for maintaining and growing existing book of business to reach or exceed monthly personal target and team target
* Create and implement a growth strategy for each client according to needs, business model and  opportunities for the FIG portfolio of services
* Improve and enhance overall relationship with client base, further embedding FIG into the daily process of client business
* Work closely with CRM to implement the growth strategy and ensure clients receive maximum value from the service
* Maintain regular value-add contact with clients during the course of the subscription period
* Selling additional services to existing clients by meeting and conducting trials to deliver the value proposition.
* Present live or remote product demonstrations.
* Develop and cultivate relationships at the highest levels within client base.
* Address renewals a minimum of 3 months in advance of the contract expiry date.
* Ensure existing clients renew their subscriptions through justified proposals and detailed explanations.
* Ensure all existing and potential client activity is logged in Sugar in the form of calls/tasks or meetings.
* Flag risky accounts at the earliest possible stage with management and CRM.
* Process all administrative tasks in a timely fashion.
* Hit a monthly revenue target which is comprised of renewal, new business and uplift figures
* Hit monthly activity metrics and sales targets in accordance with set objectives
* Plan business trips with a minimum of 5 meetings per day and meet with your manager to discuss the agenda in advance of the trip.
* Maintain links to the Fixed Income Editorial, Legal and Research teams for the exchange of client feedback and proactive content supply
* Represent the Fixed Income Group, at Remark events and Fixed Income industry events
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| **Key Skills & Knowledge** * Exceptional knowledge of Municipal Fixed Income market
* Successful track record in Municipals sales and client relationship management
* Team player who contributes to an environment of excellence
* Ability to respond quickly and appropriately to client requests
* Experience working with and presenting to senior level executives
* Ability to communicate, both verbally and in writing, in a professional and courteous manner

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| **Behavioral competencies*** Strong emphasis on Account Management/Customer Care
* Strong organization, communication and presentation skills
* Takes responsibility and holds self-accountable for meeting assigned goals
* Able to provide consistent feedback on how to improve Municipal service
* Shows innovation in commercial approach
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| **Relationships** * Fixed Income commercial in the Americas
* Fixed Income commercial in London and Asia
* Fixed income editorial and legal in the Americas
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| **Key performance indicators** * Achieving renewal and new business targets
* Consistent achievement of key performance metrics
* Reporting and forecasting in accurate and timely manner
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**EOE/Minorities/Females/Vet/Disabled**

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