

**Job Description: Institutional Sales Manager - InQuad**

**Job Summary:** The primary responsibility of the Institutional Sales Director is to identify opportunities and develop relationships with Institutional investors and investment consultants in assigned institutional market channels.

**Skills Required:**

- Identifies and cultivates prospects and/or clients.
- Initiates and follows up on new business opportunities.
- Leads new business meetings and closes sales to institutional investors and consultants.
- Leverages the organization's relationship with existing institutional accounts by developing and executing proactive, creative, and ongoing contact initiatives.
- Develops and maintains relationships with clients.
- Assists in the development and launching of new products.
- Ensures that product and sales materials are always updated and focused for the applicable presentation, conference, or opportunity
- Works closely with InQuad team members to further develop sales opportunities.

**Education:**

- Bachelor's degree.
- MBA and/or CFA preferred