

Director of Business Development

The Director of Business Development will be responsible for coordinating the business development and client services of Meketa Investment Group, Meketa Fiduciary Services, and Meketa Investments London. The Director of Business Development will help craft the branding and sales strategy of Meketa and its business units. The Director of Business Development will also serve to ensure that Meketa capabilities and investment views are effectively communicated to the marketplace. The Director of Business Development will report directly to the co-CEOs.

Essential Responsibilities:

- Manage the business development and client service strategy of Meketa and its business units.
- Manage the branding of high caliber, consistent marketing materials, including website, collateral, conference materials, prospect presentations, success stories, and social media avenues.
- Chair the Marketing Committee
- Liaise with our public relations and advertising vendor
- Enhance the quality of all Meketa client communication material
- Refine and enhance investment related areas such as impact investing, ESG SRI, mission-related investing
- Develop and track success metrics
- Conduct market research to identify potential prospects, marketing strategies, industry trends, and competitor analysis.
- Participate in sales activities and outreach via industry conferences and networking events.
- Develop new avenues of business – overseas, sub-advisory relationships, intermediaries, manager research accessibility
- Accompany senior team members to client/prospect meetings to further identify and develop opportunities.
- Liaise with on-boarding investment teams to experience and improve client satisfaction
- Coach and educate our investment professionals

Position Requirements

- Bachelors' degree in relevant discipline required
- 10 years financial services experience
- Progress towards CFA or CAIA preferred
- Strong networking skills and relationship development
- Exceptional presentation, verbal, and written communication skills



- Ability to handle multiple projects simultaneously and perform effectively in an environment of rapid and sometimes unexpected change
- Ability to manage a marketing staff effectively, and work collaboratively with other senior managers
- Creativity to develop unique and differentiated sales/marketing materials
- Professionalism necessary to represent Meketa to existing and potential prospects

Measures of Success

- Direct contributions to the acquisition of new client relationships
- Ability to maintain a strong working relationship with fellow employees as measured through annual peer surveys
- Overall satisfaction of internal and external clients and prospects
- Improvement of outreach, communication material, and other market touchpoints for Meketa
- Ability to enhance brand, materials, and website
- Breadth and quality of industry network
- Ability to effectively communicate and present the Meketa strategy in both verbal and written form

Please apply by clicking the following link:

<https://meketa.com/about-us/careers/?gnk=apply&gni=8a78859f708df2130170a6e2ac23644b&gns=WIIIN>