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**JOB TITLE:** Senior Institutional Business Development Manager  
**REPORTS TO:** EMD, Head of Business Development  
**DEPT:** 3280-Institutional Business Development-Global

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**SUMMARY:** This senior-level role will act as the firm's institutional sales professional responsible for selling all of DPIM's various investment strategies: U.S. and Global Listed Real Estate (**REIT**), Non-Core REIT, Global Listed Infrastructure (**GLI**), Water, Clean Energy and other related products to potential clients and referral sources in multiple channels throughout the US. The primary responsibilities for this role are direct sales and new business development within traditional institutional channels, as well as some consultant relations and other sales support, marketing, events and coordination. Given the broad nature of channel coverage and geography, the successful candidate will have to make good use of their time and focus to prioritize all relevant outreach and opportunities. This position will also take the lead on sales opportunities that are received from existing consultant relationships and rankings, and may also take the lead on covering select consultant or platform relationships. Lastly, there may also be some international sales opportunities as our non-US client base continues to grow. This position will not have any direct reports.

This role will be focused on generating growth for the firm and must have a track record of establishing successful, long-term account relationships and experience with long-only global equity strategies. The ideal candidate will also have existing relationships with Institutional organizations and consultants. Relationships with organizations in the Midwest/Chicago and Endowments and Foundations a plus. This position is required to work a hybrid schedule (*combination of remote and in-office work*).

**DUTIES AND RESPONSIBILITIES:** (*List in order of importance; include any supervisory or management responsibilities*)

- Represents all the firm's investment strategies, to sell and market our products & strategies directly to potential institutional clients and referral sources.
- Acquire new institutional clients and raise assets in the institutional market.
- Develop and maintain strong relationships with institutional plans and select field consultants.
- Coordinate all aspects of sales processes including finals (new prospects) meetings, account onboarding and transition to the Client Service team.
- Update and record sales calls and activities, sales and market data, CRM and pipeline reports.
- Develop and maintain strong relationships and coordination with Virtus' institutional shared services team (Consultants, DCIO, International, etc.).
- Supports other sales/marketing/conferences activities as needed.
- Gain intimate knowledge of products and spend time developing relationships and trust of key portfolio managers.
- Strong communications internally and maximum utilization of resources.
- Willingness to travel extensively for client meetings with potential investors.
- Performs other duties as assigned by the EMD, Business Dev. or other senior management.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required for the position. Other duties may be assigned from time to time by management.**

**MINIMUM QUALIFICATIONS:** *(education, experience, certifications, licenses & skills required)*

- BA/BS degree in business or finance, with 10+ years of sales experience in the institutional asset management industry, or an equivalent of education and experience.
- MBA and/or CFA, CFP designation preferred.
- FINRA Series 7 and 63/65 licenses required.
- In-depth knowledge of Real Assets preferred.
- Demonstrated track record of successful sales and client acquisitions/retentions required.
- Excellent organizational, interpersonal and time management skills.
- Excellent PC skills with proficiency using MS software and internet search capabilities.
- Detail-oriented with the ability to establish priorities, work independently, handle interruptions and proceed with objectives without supervision.

**PHYSICAL REQUIREMENTS:**

- Willingness to work in a hybrid work environment *(i.e., combination of in-office and remote work)*.
- Ability to maintain flexible hours; extensive travel required and will vary based on client meeting schedules.
- Ability to operate a computer and perform repetitive motion activities.
- Ability to remain in a stationary position at least 50% of the time.

**Base Salary Range: \$200,000 - \$250,000/annually**

*The starting salary offer will vary based on the applicant's education, experience, skills, abilities, geographic location, internal equity, and alignment with market data.*