

FISD/SIIA is seeking a Member Relations Manager with extensive knowledge in the financial information industry to manage the delivery of high value to FISD/SIIA members and encourage the retention of existing FISD members and recruitment of new ones. FISD/SIIA is the premier global forum for the financial information industry with over 160 member companies worldwide. The position is based in Washington, DC or New York.

Responsibilities include, but are not limited to, the following:

### **Account Management**

- \* Manage Member Renewals for FISD – Work with Membership Department to ensure that all notices, reminders and invoices are provided and that follow-up occurs.
- \* Work with Membership Department and other division staff to develop new membership interest and sales
- \* Orientation of new members – Ensure that all new members are aware of the activities and services that FISD offers usually through an in-person meeting or conference call
- \* Maintain regular contact with member firms to ensure their satisfaction and engagement: Promotion of FISD services/activities; Advise members of useful and interesting developments within industry and FISD; Expand depth of contacts within each member; Encourage participation in working groups, events and training classes
- \* Develop and maintain expertise in industry issues and FISD initiatives: Attend working group meetings; Review FISD white papers etc.; Attend other industry events
- \* Development of new programs and services – Identify members needs and potential ways for FISD to meet them
- \* Serve as staff liaison for WFIC program committee and other working group as assigned

### **Events**

- \* Development and sales of FISD event sponsorships
- \* Develop and manage annual schedule for global FISD events
- \* Secure space for quarterly events in the U.S. and Europe, at member locations whenever possible
- \* Serve as Project Lead for biennial World Financial Information Conference
- \* Develop of program content - identify issues and speakers for meetings, engaging members

whenever possible

- \* Work with marketing team to promote assigned events

### **Minimum Requirements for Manager Position:**

#### **Skills:**

- \* Relationship management abilities - Must be able to build and maintain rapport with a diverse international member base. Sales experience a big plus.
- \* Highly effective communications - excellent written and oral communication skills.
- \* Business development skills – Must be able to communicate to prospective members and sponsors the value of FISD to drive to membership and sponsorship.
- \* Must be able to handle multiple tasks and time-sensitive activities
- \* Must be able to manage complex member programs and projects and be capable of working effectively within committees and working groups.
- \* Ability to work unsupervised.
- \* Financial Information Associate (FIA) certification a plus.

#### **Education:**

- \* 4 year college degree or equivalent experience

#### **Dimensions:**

- \* *Supervision:* May occasionally supervise an intern on special projects.
- \* *Travel:* Regular travel including to Europe and Asia

#### **Knowledge:**

\* Deep understanding the issues of financial markets and the financial information industry and the needs of the major players within the industry. Excellent contacts within key firms in market data industry.

For consideration, send resume with salary requirements to: [employ@siia.net](mailto:employ@siia.net) . Attn: HR, SIIA, 1090 Vermont Avenue, NW, Washington DC 20005, fax (202) 289-7097