

Job Description: Business Development Executive (M/F/D)

Reports to: CEO

Place of work: Luxembourg Kirchberg

Vacancy type: Full time

Contract type: CDI

Starting date: as soon as possible

Salary: Competitive plus benefits

About LuxFLAG:

The Luxembourg Finance Labelling Agency (LuxFLAG), is an independent and international non-profit association (“Association”), created in Luxembourg, in July 2006, to support sustainable finance. LuxFLAG is backed by eight private and public Charter Members.

LuxFLAG promotes the raising of capital for the sustainable finance sector by awarding four Impact and three ESG labels to eligible financial products.

The LuxFLAG labels are recognized internationally for their high standards and rigorous assessment of applicants’ financial products, strategies and procedures with respect to Impact and ESG matters as well as an affirmation of the products’ transparency to investors; key components of the eligibility criteria for the LuxFLAG Labels.

The Role:

The Business Development Executive will play a pivotal role in proactively managing and supporting client relationships as well as representing LuxFLAG at external events.

He/she will closely collaborate with the Communication and Marketing, and the Sustainability Operations departments in supporting the development and implementation of LuxFLAG’ strategic action plan to expand its activities.

Main responsibilities:

- Proactively identify and pursue new business opportunities in the market with financial industry actors such as asset managers, banks, insurers, etc.;
- Organize and attend meetings with prospects and existing clients, and provide support for a seamless label application process;
- Establish and manage strong relationships with LuxFLAG’s business partners, understanding their needs and objectives while actively contributing to a positive client experience;
- Lead the onboarding of new business partners and maintain these relationships, in collaboration with LuxFLAG’s Sustainability Operations team;
- Develop and maintain strong and regular relationships with the stakeholders of labelled products;
- Identify prospects and pursue new opportunities through market research and analysis, networking, and relationship building.
- Identify, develop and maintain positive relationships with LuxFLAG’s Associate Members;

- Enhance the LuxFLAG's CRM database (Odoo) and utilize it efficiently.

Additional responsibilities:

- Proactively contribute to the development of LuxFLAG's visibility and image;
- Establish and maintain regular contacts with financial industry's stakeholders to promote LuxFLAG and its mission;
- Research and contribute to the development of strategic research papers related to LuxFLAG's activities;
- In collaboration with the Communications and Marketing department, define events to attract new business partners and contribute to specific communication and marketing tools;
- Represent LuxFLAG in commercial events or conferences (speaker or participant) primarily in Luxembourg (but also abroad) to connect with existing and potential new business partners.

Your profile - skills and capabilities:

- Academic background including a degree in Finance/Business/Economics or related field;
- 5 years of professional experience in a sales/business development/stakeholder management role(s);
- Previous experience in Business Development within the financial services or banking industry and demonstrated ability to build and maintain client relationships;
- Client focused with excellent communication and coordination skills in dealing with external clients and with colleagues;
- Knowledge of investment funds, banking and/or insurance products, as well as in sustainable finance-related topics will be considered an asset;
- Strong analytical (financial and commercial analysis) and strategic thinking skills with a focus on achieving business objectives;
- Dynamic, organized, dedicated and focused with a high level of accuracy and attention to detail;
- Self-motivated, flexible and disciplined with an enthusiastic and positive approach;
- Acquainted with routine IT office tools (especially excellent level with Excel and database) as well as experience in a CRM tool (e.g. Odoo);
- Adherence to the Association's mission and core values, and strong willingness to work for a non-profit organization;
- Fluency in English both spoken and written; French and/or German is considered an asset;
- Willingness to travel for professional purposes.

What we will offer you:

- An agile working environment with individuals of diverse cultures and nationalities, who are keenly interested in making a positive difference through their work and who share a collaborative and can-do spirit;
- A job that allows you to fully utilize and expand your skills and interests;
- A purpose-driven, performance-oriented association that rewards above-average results;
- Good work-life-balance and flexible working hours;

- Training for your individual career development;
- 26 + 8,5 days of vacation and meal vouchers;
- Supplementary health insurance;
- Complementary pension plan;
- Competitive salary and sales performance-based incentives.

LuxFLAG aims to create a positive impact on society by supporting the development of socially and environmentally responsible investments. Our greatest resource is our diverse and dynamic workforce. A culture based on open communication and cooperation at work encourages internal discussion and reflection and provides possibilities for continued professional growth.

We are dedicated to treating all workers and applicants fairly and equitably and we support diversity and inclusion across our Association. We value diversity as a key asset and welcome all applicants regardless of their gender, race, ethnicity, sexual orientation or identity, disability or age.

We consider cultural diversity as driver of both adaptability and innovation. Our mission is to provide equality of opportunity, aspiration, and experience to everyone who works in our Association. Additionally, both our team and our CSR Committee are constantly dedicated to making the workplace more environmentally friendly.

Applications:

If you are interested in this opportunity, please submit a Curriculum Vitae and a cover letter detailing your qualifications and experience for the role to: helene.lang@luxflag.org.

An offer of employment may be subject to a verification check by LuxFLAG who may ask you to provide copies of educational achievements, international criminal record checks, reference checks, employment history, etc.

Applicants must be eligible to work in Luxembourg. Only shortlisted candidates will be notified.