



Job Description

Position Title: VP, Business Development
Status: Full Time, Exempt

Date: May, 2019
Reports to: CEO

Position Summary:

Under the supervision of the CEO, the VP of Business Development will be responsible for executing the client communication objectives of BOX Digital Markets LLC ("BOX Digital"). Additional responsibilities include maintaining the business development pipeline, managing relationships with clients, develop roadmaps for future initiatives, and attracting companies to BOX Digital.

Position Duties:

- Monitor client trends and changes to propose the best positioning for BOX Digital.
- Assist in creation and preparation of BOX Digital presentations.
- Support new products (investment vehicles and software) development and issuing.
- Active involvement in prospecting clients through face-to-face meetings, conference calls, etc.
- Support investor relations with current and future clients.
- Responsible for promoting BOX Digital including trade shows, industry conferences, formal information sessions, and promotional items.
- Maintain relationships with all brokerage firms and market maker entities and act as the primary liaison between them and BOX Digital.
- Assist in communications with the financial press.
- Implement client communication and contact plan to potential and existing issuers.
- Perform research, analyses and translating them into business and technical insight.
- Coordinate events, customer billing information/support and systems issues.
- Support BOX Digital technology in the implementation of new business initiatives.
- Other special projects as assigned or directed by the CEO.

Education:

A Bachelor's degree is required, preferably in the areas of: Finance, Marketing or Business. Graduate Degree a plus.

Experience:

The successful candidate must have a strong personal presence; ten years as a proven marketing and sales professional in the financial services industry; familiarity with IT (preferably automated trading). Experience in marketing or financial markets is useful; familiarity with listed digital assets is preferred, but not required.



Job Knowledge and Skills:

The candidate must be self-motivated and able to work independently. Knowledge of US market structure and trading systems required.

Communication Skills:

Exceptional communication skills (written and verbal) with meticulous attention to detail and strong analytical and organizational skills.