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# Example of Director, Client Services Job Description

Our growing company is looking to fill the role of director, client services. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for director, client services

* Proposals, presentations, sales materials
* Management of digital marketers
* Researches and develops new opportunities and programs
* Understanding the market landscape
* Understanding the evolution of the markets in which we operate and incorporate within our reporting strategy and offering
* Gaining a comprehensive understanding of existing capabilities and designing innovative solutions to new opportunities
* Manage the coordination and completion of client information requests such as RFPs and DDQs
* Oversee the development of presentations, pitch books and regular client reporting in support of all client service, relationship management and business development efforts
* Coordinate efforts across the Global Client Services team with portfolio managers, business development/sales, communications and client services professionals across PREIs three regions
* Develop and edit content for marketing materials, investment related reports, and quarterly outlooks

## Qualifications for director, client services

* In-depth knowledge and understanding of a full service medical communications agency
* Calm under pressure and comfortable in a pitch environment
* Highly persuasive with excellent level of negotiation skills
* Extensive financial services experience, ideally in investment management
* Demonstrate leading and managing teams in an operational or service environment
* Demonstrate experience of project, risk or product management