

JOB DESCRIPTION:
Senior Internal Sales

POSITION SUMMARY:

- ◆ Work directly with external sales team to coordinate sales and support efforts.
- ◆ Assist and support internal sales team to achieve individual territory sales goals.
- ◆ Maintain strong investment knowledge of Diamond Hill's strategies and operations.
- ◆ Maintain client/prospect information, call lists, focus contact lists, and contact detail.

POSITION RESPONSIBILITIES (Subject to change):

- ◆ **External Wholesaler Support**
 - Work with designated external wholesaler(s) to effectively manage assigned sales territories.
 - Receive inbound and make outbound calls to existing and prospective clients and offices within assigned territories to promote Diamond Hill products and uncover cross-selling opportunities.
 - Assist external wholesaler(s) with setting appointments, maintaining schedules, and meeting follow-ups as requested.
 - Respond to requests for information from members of the sales team.
- ◆ **Internal Sales Team Support**
 - Provide ongoing education and coaching to internal sales team; share best practices to increase sales of Diamond Hill products.
 - Assist internal sales team with identifying top sales opportunities and acquiring new business within assigned territories to meet individual sales goals.
 - Develop sales ideas for internal sales team; increase sales of Diamond Hill products through targeted proactive sales campaigns.
 - Receive inbound calls from brokers and advisors, answer questions, and address issues.
- ◆ **Investment Knowledge**
 - Understand and be able to communicate Diamond Hill's investment philosophy and process.
 - Stay abreast of and be able to articulate the current positioning of all firm strategies, recent changes in key holdings or sectors, and investment results compared to benchmarks.
 - Interact/communicate with investment and non-investment staff regarding various investment policies, procedures and issues.
 - Maintain and enhance investment knowledge through continuing education and daily interaction with the investment team.
- ◆ **Client Data Maintenance**
 - Process daily trade report and ensure delivery to sales team, noting any significant trades.
 - Enter data from conversations, conferences, and field support into Diamond Hill's customer relationship management software, MARS.
 - Maintain client and prospect call lists; respond to ad-hoc requests for MARS reports from external wholesaler(s).

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Responsibilities and % allocations for each role outlined above are subject to change, and may vary by individual hired for this position.

QUALIFICATIONS/SKILL SET:

- ◆ 7 or more years of experience in a sales or sales support role in financial services.
- ◆ Experience in training internal wholesalers and developing sales skills.
- ◆ Strong coaching skills and ability to work in a team environment.
- ◆ Extensive knowledge of mutual fund and related products, distribution, pricing, and support.
- ◆ PC proficient in Windows environment (MS-Office suite) and experienced with CRM systems.
- ◆ Self-motivated with an initiative and desire to succeed, and a strong focus on client service.
- ◆ Ability to maintain strict confidentiality with sensitive client information, and company data/information that has not been made public.
- ◆ Working knowledge of the Investment Company/Advisors Acts of 1940 and the various related issues of industry compliance preferred.
- ◆ Strong verbal and written communication skills and strong relationship skills.

EDUCATION:

- ◆ Bachelor's degree in investments, finance, economics or related business discipline required.
- ◆ Series 7/63/65 licenses required.

Interested candidates please submit resumes to:

Julie McConnell
Director – Business Development Marketing
jmcconnell@diamond-hill.com