

## Job Description: Business Development Officer (M/F/D)

Place of work: **Luxembourg Kirchberg**

Vacancy type: **Full time**

Contract type: **CDI – Permanent contract**

Starting date: **as soon as possible**

Salary: **Competitive plus benefits**

### About LuxFLAG:

LuxFLAG, the Luxembourg Finance Labelling Agency, is an independent and international, non-profit organization created in Luxembourg in July 2006 jointly by public and private partners.

LuxFLAG aims to promote the raising of capital for the Sustainable Finance sector by awarding a recognizable label to eligible investment vehicles in Climate Finance, ESG (Environment, Social, and Governance), Environment, Microfinance, and Green Bonds. The LuxFLAG Labels are recognized for their high standards and rigorous assessment of applicant investment vehicles' investment holdings, strategy and procedures with respect to ESG matters as well as an affirmation of their transparency to investors – which are key components of the eligibility criteria for the LuxFLAG labels. As of July 2021, LuxFLAG Labels 354 products representing €155bn in Assets under Management.

### The Role

We are looking for an experienced, dedicated and motivated team player to support our rapidly growing activities in labelling Sustainable Investment products. Reporting to the LuxFLAG General Manager, and working closely with LuxFLAG's wider team, the Business Development Officer role is to actively support the successful implementation of LuxFLAG's strategic development by supporting and liaising with all its stakeholders. At LuxFLAG, we attach a high importance to the personal fulfilment and professional development of our employees and are committed to the sustainability values.

### Main tasks

- Actively participate in the implementation, development and updating of LuxFLAG's business plan and strategy
- Proactively maintain regular contact with labelled funds and prospects for the label as part of the application process
- Identify prospects, organise and attend meetings with them and provide support to a seamless application process
- Identify, develop and maintain contact with Associate Members
- Develop research and participate in the preparation of strategic papers on LuxFLAG's activities and of support documents for various Working Groups
- Contribute to the conception and development of communication and marketing tools
- Actively contribute to the development, updating and maintenance of LuxFLAG's public image

- Establish and maintain relationships with industry press and other appropriate media sources or industry stakeholders to promote awareness of LuxFLAG and its mission
- Support the administrative processes for labelled funds, Associate Members and Charter Members

### **Skills and capabilities:**

#### Essential

- Academic degree in Economics or business management
- At least 3-5 years of professional experience in a business development/stakeholder management role(s)
- Flexible and autonomous
- Organised, dedicated and focussed with high levels of accuracy and attention to detail
- Ability to multi-task and manage a range of project streams
- Natural problem-solver applying creativity, both in ideas and execution
- Self-motivated, flexible and disciplined with an enthusiastic and positive approach
- Strong interpersonal and verbal communication skills
- Excellent writing skills and acquainted with routine IT office tools
- Fluency in English and French – spoken + written

### **Applications**

Closing date for applications: **30 September 2021**

Interested applicants should submit a Curriculum Vitae and a cover letter detailing their qualifications and experience for the role to [info@luxflag.org](mailto:info@luxflag.org)

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