

INSTITUTIONAL MONEY MARKET FUNDS ASSOCIATION

Job Description (February 2019)

Job title: IMMFA Secretary General

Reports to: Chair and Board of IMMFA

Key Responsibilities

- To work with the Board in developing and implementing the strategic direction of the Association;
- To lead and deliver key initiatives for IMMFA;
- To promote the identification and maximisation of opportunities to distribute MMFs, particularly in the light of regulatory change;
- To promote industry education.
- To represent the Association, membership and the industry to third parties, including promoting money market funds throughout Europe to potential investors, the media and others and developing the standing and influence of the Association;
- To lobby European legislators and regulators and other relevant bodies for appropriate understanding and treatment of money market funds;
- To build and manage strong relationships with key European bodies, including other trade associations, regulatory bodies and the membership;
- To lead and manage the day-to-day business of the Association, including the organisation of IMMFA meetings, the production and distribution of newsletters, circulars and other communications to members; day to day liaison with the Board, members and other stakeholders, and management of service providers and vendors;
- To assist with the representation of members with the Association and handling of member sensitive information and issues;
- To assist in the development of best practice and IMMFA policy;
- To assist the Board in ensuring proper governance of the Association;
- To manage the team at the Secretariat;
- To own/delegate office administration eg HR, accounting, administration

Key skills and knowledge

1. Ability to build and foster strong relationships with the Board, Members and individuals at all levels;
2. A sound understanding of financial services and the regulatory framework, preferably from an investment management background; legal, compliance, regulatory and/or company secretarial experience is an advantage, particularly ex-UK;
3. European public policy making experience desirable;
4. PR/Marketing/Media/Sales background advantageous;
5. Strong leadership and strategic qualities, with proven execution abilities;
6. High integrity and professionalism;
7. Strong organisational abilities and a results-focused attitude;
8. Excellent communication and networking skills;
9. Proven negotiating and influencing skills;
10. Self-starter and ability to work independently;
11. Proven management competencies and ability to delegate.

Job location: London or Brussels

A flexible work arrangement is possible.

This is can be either a 4 or 5 day/week role.