



## Senior Manager

The Institute of International Finance is the world's largest global association of financial institutions with over 375 members in more than 70 countries. We provide analysis to our members on global economic and financial market developments and on key emerging market economies, act as a vehicle for exchanging views on global supervisory and regulatory issues, and serve as a forum for engaging the private financial community in discussions with the public sector on emerging markets policy issues.

The Institute currently seeks a Senior Manager to be based in Beijing to focus on member relations and regulatory policy developments in China and the region. With regard to member relations, the responsibilities of the position will focus on developing and enhancing relationships with Chinese financial firms, global financial firms with offices in China, and with other key organizations in the region. With regard to regulatory policy, the responsibilities will focus on developing and enhancing relationships with the China Banking Regulatory Commission (CBRC) as well as with global regulatory bodies and other key regional regulators, and on encouraging greater member participation in IIF's regulatory activities.

### **Key Responsibilities**

#### **Member Relations**

Develop and enhance relationships with Chinese financial firms, global financial firms with offices in China, and with other key financial firms and organizations in the region.

- Help to identify key contacts in member and target organizations.
- Assist in developing and implementing strategies to encourage membership interaction and increase member retention.
- Assist in identifying which IIF products and services are most valuable to local and regional members and in developing and implementing new IIF initiatives that will provide additional value to members.
- Meet regularly with the staff of member and target organizations to promote/retain membership in the IIF. Assist in arranging meeting itineraries for other IIF staff traveling to the region.
- Support the organization of local and regional IIF meetings, training sessions, and other events. Assist in the development of agendas, identification and recruitment of speakers, coordination of logistics, and production of related correspondence and meeting materials.

- Take a lead role in mobilizing attendance and participation at various local, regional, and global IIF events.
- Establish relationship with local and regional press and work to promote press coverage of the IIF.

### **Regulatory and Other Policy Outreach**

Develop and enhance relationships with the China Banking Regulatory Commission (CBRC), global regulatory bodies, and other key regional regulators, and encourage greater member participation in IIF's regulatory and best practice activities.

- Analyze new initiatives of local and regional regulatory entities and supervisory groups. Provide regular feedback on initiatives of international interest to IIF regulatory staff and to local and regional members.
- Encourage member firm engagement in the Institute's regulatory committees and working groups.
- Meet with member firms to facilitate an understanding of the views of the global banking community and global regulatory organizations such as the Basel Committee, IOSCO, IAIS, and the Financial Stability Forum.
- Establish relationships with official sector and provide input and support as necessary on IIF projects focused on policy issues.

Applicants should have at least 10 years professional experience in the financial services industry (banking, insurance, securities, or their related associations). They should also have excellent academic credentials including a master's degree, preferably in economics, finance, or an international discipline. Flexibility to cover varied subject-matters and work with persons from various disciplines is essential, as is the ability to work on several matters at the same time. Excellent English speaking and writing skills are mandatory. Travel will be required.

**Interested candidates should send a cover letter, resume, and salary requirements**  
**Barrie Orellana, Director of Finance, Administration & Membership, Institute of**  
**International Finance, [borellana@iif.com](mailto:borellana@iif.com).**

**For more information on the IIF please refer to our website at [www.iif.com](http://www.iif.com).**