Position Description

Position Title: Internal Product Specialist	Type of Position: Full-Time
Department: Investor Services	Reports to: Director, Investor Services
Date: 04/7/17	FLSA Status: Exempt

Position Overview

The Internal Sales Associate is responsible for promoting DoubleLine investment management strategies and funds to financial advisors, prospects, outside third party relationships, consultants and institutional entities. He/she will be assisting the sales directors in territory management and maintenance. We anticipate that he/she will simultaneously develop market, product presentation, analytical and sales skills.

Job Functions

- Introduce current and prospective clients to DoubleLine investment products, both mutual funds and investment strategies, through telephone conversations, e-mails requiring a thorough understanding of DoubleLine's product suite; philosophy, process, objectives and positioning
- Occasional conference attendance when required to work at the DL booth
- Cultivate and manage client relationships by responding to client inquiries, providing ongoing communication with clients/prospects
- Act as liaison between DoubleLine and our outside call centers by providing sales support follow up on transferred issues they can't answer. Required to communicate quarterly and on an ad-hoc basis presenting both specific fund updates and any current topics that may affect the funds for educational purposes
- Ability to research and stay on top of current issues relaying DL's view verbally and in a written format. Written pieces will contribute to website NEWS and articles
- Will provide sales team with regular bullet points and updates when necessary
- Responsible for qualifying prospects by responding to inquiries, webcast follow-up, cold calling, direct mail campaigns, etc.; required to make outbound sales calls regularly
- Assist external sales team in securing meetings and ensuring that post-meeting follow-up tasks are completed expeditiously. Including scheduling and hosting due-diligence meetings in house.
- CRM management and maintenance; ability to build custom campaigns
- Search third party databases (Money Market Directory)for targeted criteria and create specific campaign target markets

Qualifications

- Bachelor's degree
- Series 6 and Series 63 licenses required
- 2-5 years of experience in customer service and client relationship management in the financial professional channel
- In-depth understanding of the mutual fund industry, financial concepts, product knowledge, investment management and client service strategies.
- Outstanding initiative and a strong work ethic.
- Excellent interpersonal, written and verbal communication skills.

NOTE: The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

DoubleLine Group LP is an Equal Opportunity Employer.