Job Ref. No: JAML067

Position: Business Development Manager - Institutions

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi, and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

Jubilee Asset Management Limited (JAML) is a wholly owned subsidiary of Jubilee Holdings Limited, with a focus on providing fund management and investment advisory products and services to retail and institutional clients. JAML is licensed as a Fund Manager and regulated by the Capital Markets Authority (CMA) and the Retirement Benefits Authority (RBA).

We currently have an exciting career opportunity for **Business Development Manager – Institutions** within **Jubilee Asset Management Limited.** The role holder will report to the **General Manager -Business Development** and will be based at our Head Office in Nairobi.

Role Purpose:

The role holder is responsible for proactively identifying and pursuing opportunities for business growth within segregated pension mandates, including developing new client relationships and expanding existing portfolio engagements. In addition, the role holder will support client retention by ensuring consistent delivery of high-quality service, maintaining strong stakeholder relationships, and addressing client needs in a timely and effective manner. The role further contributes to the efficient administration of Retirement Benefits Authority (RBA) regulatory requirements by ensuring full compliance, timely reporting, and adherence to industry standards and best practices.

Main Responsibilities:

1. Institutional Business Development & Growth

- Identify, target, and acquire new institutional clients for segregated pension mandates.
- Drive growth in segregated pension mandates.
- Manage end-to-end sales cycles including prospecting, pitching, proposal development, and onboarding.
- Build strong relationships with trustees, investment committees, HR leaders, CEOs, and institutional decision-makers.
- Use market intelligence and competitor insights to shape acquisition strategies and value propositions.
- Develop and implement annual segregated pension mandates aligned to company revenue targets.

2. Client Relationship Management & Retention

- Serve as the primary relationship lead for assigned pension schemes and institutional clients.
- Conduct quarterly trustee meetings, investment updates, member education sessions, and client reviews.
- Manage onboarding, account setup, and documentation in line with regulatory requirements.
- Implement client retention, cross-selling, and upselling strategies across portfolio products.
- Monitor client satisfaction and proactively resolve service gaps or performance concerns.

3. Product Strategy, Development & Innovation

- Identify gaps and opportunities for new pension segregated mandates.
- Support enhancement of existing institutional products based on market trends and feedback.
- Lead product rollouts including communication, market positioning, client education, and training of internal teams.

4. Strategic Planning & Performance Execution

- Support the execution of divisional strategy for Asset Management and Institutional Business.
- Conduct industry and regulatory trend analysis to inform business planning.
- Provide input into pricing strategies, product competitiveness, and customer value propositions.
- Track performance metrics, pipeline status, and business growth indicators.
- Recommend process improvements to enhance sales efficiency and client engagement.

5. Operational Coordination & Service Delivery

- Coordinate with fund services, finance, and administrators to ensure accurate and timely processing of contributions, transfers, claims, and reporting.
- Ensure all regulatory deliverables such as audited financial statements, trustee reports, and compliance filings are completed in time.
- Support seamless handling of escalations.

6. Compliance, Governance & Risk Management

- Ensure institutional clients and schemes comply with RBA, CMA, KRA, AML, Data Protection, and internal policies.
- Maintain high ethical standards, confidentiality, and integrity in all client interactions.
- Identify, evaluate, and escalate risks related to institutional mandates and client portfolios.
- Support audit processes, regulatory inspections, due diligence requests, and internal compliance checks.

7. Thought Leadership, Branding & Market Visibility

- Represent the company at industry events, conferences, trustee trainings, and market forums.
- Participate in creation of thought leadership content (research notes, market outlooks, investment briefs).
- Strengthen the brand position as a trusted institutional asset manager.
- Support trustee capacity-building and member education initiatives.

8. People and Culture

- Cross-Functional Collaboration: Actively participate in cross-functional project teams to drive collaboration,
- innovation, and accountability across departments and the Group.
- Employee Collaboration Index: Participate in a minimum of 2 company projects per year with an 80% success rate and engage in at least 1 Group-wide project per year.
- Skills and Competency Development Index: 100% compliance with your training plan annually to support personal and professional growth, ensuring alignment with career paths and future challenges.
- Cultural Alignment Index (CAI): Attain the Company's CAI target score by embedding Jubilee's values (e.g., innovation, teamwork, excellence) into project execution and team dynamics.
- Conflict Resolution: Address interpersonal or project-related conflicts constructively, maintaining team morale and focus on shared goals.
- Resource Advocacy: Communicate needs (e.g., tools, training, support) to supervisors to ensure personal and team success.

Key Competencies:

1. Institutional sales and relationship management
2. Strategic thinking and commercial awareness
3. Excellent communication & presentation skills
4. Strong analytical and financial interpretation skills
5. Understanding of pension schemes & investment solutions
6. Negotiation, influencing & stakeholder management
7. Customer-centric problem solving
8. Report writing and structured communication
9. Ethical integrity, professionalism, and attention to detail

Academic Background & Relevant Qualifications:

1. Bachelor's degree in finance, economics, business administration, or a related field.
2. A master's degree is preferred.
3. Professional certifications such as Chartered Financial Analyst (CFA) or Chartered Institute of Securities & Investments (CISI) qualification would be an added advantage.
4. Proven experience (7-8 years) in asset management or insurance with 2 years in a leadership role, with a strong understanding of segregated pension mandates within the financial markets
5. Have existing relationships that meet the profile of Jubilee client.
6. Proven experience in developing and implementing marketing strategies, managing brand reputation, and executing successful marketing campaigns.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by Sunday, 10th December 2025.