Marketing Coordinator – Issuer Relations

Brief Description:
Kroll Bond Rating Agency (KBRA) is currently searching for a marketing Coordinator to join our team. The individual will build an exciting career with us and support our exponential growth. The individual is responsible for supporting the issuer relations team in marketing the full range of capabilities of the KBRA Business Lines. The candidate will assist in the development and execution of all elements of the marketing mix including presentation production, marketing campaigns, issuer communications, conferences, market research, internal communications, database management and all other functions that help the team achieve its marketing and business goals. The candidate will report to the heads of Issuer Relations.

Responsibilities include:
The Marketing Assistant will assist in the following:

- Assist in the proactive and coordinated client outreach activity and client relationship building
- Assist in the development of marketing programs, sales strategies, and marketing campaigns to support the sales efforts
- Work and coordinate closely with the entire KBRA team
- Assist in the preparation of legal documentation
- Organize and track the stages of the sales process working closely with the analytic and business teams
- Attend Marketing events/conferences
- Maintain a client database
- Understand rating agency legal and compliance requirements

Qualifications:
This is an entry level position. The ideal candidate should have an undergraduate degree in marketing or finance from a recognized university.

Required Skills
- College graduate with preferably with a major in marketing, business management, economics or finance
- Excellent Computer skills including PowerPoint, Excel, and Word (Bloomberg/Salesforce knowledge would be helpful)
- Strong written and oral communication skills
- Candidate must be assertive, organized, creative, energetic and resourceful
- A team player

Benefits:
Regular full-time employees of KBRA receive the Flexible Spending accounts, 401K and Dental and Health Insurance

About Our Organization: KBRA is a Nationally Recognized Statistical Rating Organization (NRSRO). The firm was established by Jules KBRA to restore trust in credit ratings by establishing new standards for assessing risk by offering accurate, clear and transparent ratings. For more information visit www.krollbondratings.com.

Job Location: New York, NY