

Institutional Business Development Manager

THE ROLE

QV Investors is seeking an experienced, relationship-driven Institutional Business Development Manager to help expand the firm's presence with institutional investors, family offices, foundations, endowments, pension plans, consultants and other centres of influence across Canada. The successful candidate will combine disciplined prospecting, strong investment knowledge, excellent communication skills and a high standard of professionalism to build a qualified pipeline, convert opportunities into new mandates and support long-term client relationships.

WHO WE ARE

QV Investors is an employee-owned, discretionary investment management firm managing portfolios on behalf of institutional and private clients. QV is committed to investing, supporting, and empowering our people. Founded in 1996, QV stands for "Quality" and "Value", characteristics that resonate through the firm's culture and investment principles.

VISION, MISSION, AND VALUES

Our mission is to provide exceptional investment management by constructing portfolios that grow income and capital while minimizing the risk of loss. To achieve this, we continuously invest in our people and offer regular communication to all our stakeholders. Providing excellence in investment management and client service along with the best security selection, portfolio management, and communications for our clients is our key vision. We achieve both our vision and mission through the values that make up the core of our firm.

These values include:

- **Clients First:** Our clients' success defines our success.
- **Integrity:** We operate with candor, respect, and professionalism.
- **Excellence:** Through continuous improvement, we strive for excellence in everything we do.
- **Teamwork:** Working towards shared goals gives us strength to achieve more.
- **Accountability:** As owners, we hold ourselves to a higher standard.

Position at a Glance

Role: Institutional Business Development Manager

Hours: Full-time

Location: Canada-based; remote, hybrid or on-site at our Calgary office depending on candidate and business needs

Primary Focus: Institutional business development, consultant relations, and client relationship management

Start Date: Negotiable

To apply, send your resume and cover letter to:
careers@qvinvestors.com

Closing Date:
5:00 PM MDT, Oct. 20th, 2026



ROLE OVERVIEW

The Institutional Business Development Manager will lead business development efforts for QV Investors in priority channels. In the near term, the role will be weighted toward new business development, with increasing client service responsibilities as new mandates are won and relationships deepen. The individual will be expected to build trusted relationships with prospects and consultants, articulate QV's investment approach clearly, support finalist presentations and proposals, and maintain a rigorous record of activity, pipeline progression and client outcomes.

KEY RESPONSIBILITIES

Business Development

- Develop and execute a targeted business development plan for institutional prospects, pension plans, family offices, foundations, endowments and consultants across Canada.
- Leverage new and existing industry relationships to build, maintain and advance a pipeline of qualified opportunities with institutional investors, pension consultants and other centres of influence across Canada.
- Coordinate and lead prospect meetings, presentations and finalist pitches, individually or with portfolio managers and investment committee members.
- Monitor competitive positioning, market trends and consultant research requirements to identify opportunities for QV to strengthen its profile in the institutional market. Work with various teams to maintain high-quality marketing and prospecting materials.
- Promote QV through active community and industry networking.

Client Service and Relationship Management

- Meet with assigned institutional clients and relationships, including family offices where applicable, to review QV's investment performance and communicate QV's investment philosophy, process, market developments and actions within QV's investment strategies. Be willing to host educational sessions for institutional clients and prospects that are unfamiliar with investments.
- Maintain regular communication with clients and consultants, including meeting preparation, follow-up, issue resolution and timely sharing of relevant portfolio and firm updates.
- Ensure required documentation is completed, current and maintained in accordance with firm policies and regulatory expectations.
- Support portfolio compliance monitoring by coordinating with internal teams to ensure client portfolios remain aligned with investment policy statements and firm guidelines.

Firm Contribution and Internal Collaboration

- Attend Investment Committee and mandate-related meetings as appropriate to build and maintain a deep understanding of QV's investment strategies, portfolio positioning, risk metrics and market perspectives.
- Track and report all business development and client service activity using QV's systems, including pipeline progress, meeting outcomes and next steps. Provide regular updates to senior leadership.
- Contribute to long-term strategic planning, including client segment development, geographic expansion, product or strategy positioning and consultant engagement.



REQUIRED EXPERIENCE AND QUALIFICATIONS

- Minimum of 7 to 10 years of relevant experience in institutional business development, institutional sales, consultant relations, client relationship management or a related role in asset management, investment consulting, banking, insurance or financial services.
- Established network of relationships with institutional investors, pension consultants, plan sponsors, family offices, foundations, endowments and other centres of influence.
- Proven ability to prospect, build relationships, develop trust, advance opportunities and convert qualified prospects into new business.
- Strong knowledge of investment management, capital markets, portfolio construction and the institutional decision-making process.
- Experience preparing and delivering persuasive presentations, proposals, RFP responses and finalist pitches to sophisticated investors and consultants.
- Bachelor's degree in business, finance, economics or a related discipline required; CFA, CIM, MBA or progress toward these credentials is considered an asset.
- Ability to become appropriately registered where required, and to operate within all applicable compliance, regulatory and firm standards.
- Excellent written and verbal communication skills, with the ability to explain complex investment concepts clearly and credibly.

Ideal Candidate Profile

- Self-motivated, proactive and comfortable working independently while staying closely connected to a broader team.
- Strong executive presence, networking ability and professional credibility with institutional decision makers.
- Relationship builder who earns trust through preparation, authenticity, responsiveness and sound judgment.
- High energy, strong work ethic and disciplined follow-through across a long institutional sales cycle.
- Collaborative team player who can partner effectively with investment, client service, compliance, operations and communications colleagues.
- Maintain a growth-oriented and team-oriented mindset.
- Strategic thinker who can identify where QV's offering fits a prospect's objectives and articulate differentiated value.
- High ethical standards and commitment to client-first conduct, confidentiality and professionalism.
- Experience managing a business development team is an asset.



WHAT WE PROVIDE

- A hybrid work environment.
- A competitive salary that reflects industry levels.
- A comprehensive health benefits program and access to confidential family assistance services.
- Five personal “Quality” (Q) days, with pay, per annum to provide flexibility and support to the personal well-being of our team members.
- The opportunity to participate in equity ownership of the firm.

DIVERSITY

Varied perspectives and skillsets have the potential to enhance decision making, promote continuous improvement and enrich our collaborative culture. Diversity in many forms (including but not limited to diversity in experiences, backgrounds, cultures and ideas) is therefore considered alongside an unbiased assessment of merit and qualifications when seeking the best possible candidate for each employment opportunity.

Teamwork is a key tenet of our culture; we strive to ensure all QV'ers feel empowered to use their diverse perspectives and experiences in pursuit of our shared goals. We provide all individuals in all roles with opportunities to learn, grow, and benefit from an environment of mutual respect.

To apply, email your cover letter and resume to careers@qvinvestors.com with the heading “Institutional Business Development Manager”. Candidates without cover letters may not be considered.

Alternatively, candidates may forward their cover letter and resume to:

**QV Investors Inc.
Attn: Hiring Committee
Suite 1008, 222 - 3rd Avenue, S.W.
Calgary, AB T2P 0B4**

We thank all applicants in advance and advise that only candidates selected for an interview will be contacted.