

Associate, Marketing and Investor Relations

Brompton is a leading independent manager of investment products that provide access to unique investment strategies across a broad range of asset classes. Our product line-up includes TSX-listed closed-end funds and ETFs. Our clients know us for our fairness and integrity in dealing with the investing public, our depth of knowledge in our product area, our attention to client service and our focus on investment performance. We are seeking a highly motivated, energetic, creative, and detail-oriented individual with a strong work ethic to join our team. The successful candidate will play a key role in the marketing and investor relations efforts that support our growing product line-up.

Position Overview

Marketing

- Work with management to design and develop marketing materials used to support existing funds, offerings and new product launches
- Assist in the development and execution of digital, email marketing and social media campaigns
- Update fund profiles, brochures, presentations and other marketing materials on a monthly/quarterly basis, or as required
- Regularly review and update fund data and other content on Brompton's website
- Coordinate with website developers to implement layout and functionality enhancements
- Assist in the organization and execution of webinars and other virtual events
- Assist in special ad hoc projects as required

Investor Relations

- Service investor and investment advisor requests by handling incoming and outgoing communications (written and verbal)
- Publish investor documents such as news releases, prospectuses, financial reports and other regulatory documents to the Brompton website
- Disseminate news releases and updated fund documents to Brompton's subscribers
- Entering and maintaining contacts in Salesforce, and generating Salesforce reports as required

Desired Skills and Experience

Required

- Minimum post-secondary degree or diploma in a field such as Business, Marketing, or Communications
- 1-3 years Marketing or Financial Services experience
- Proficiency in Microsoft Office applications, including Word, Excel, Powerpoint, Sharepoint
- Knowledge of design software (eg. Adobe InDesign)
- Knowledge of Salesforce CRM
- Self-motivated, energetic and highly disciplined team player
- Strong organizational skills and ability to multi-task or manage multiple projects and deliver to a tight deadline
- Excellent oral and written communication skills

Preferred

- Knowledge of Mailchimp, Wordpress, HTML
- Working knowledge of investment principles and investment funds
- Bilingual (English/French) is an asset

Location:

- Office located in downtown Toronto (Bay Street)
 - Staff are currently working from home; eventual return to full time attendance in office is anticipated, as safety permits.

Position to be filled immediately.

Instructions to applicants:

- Submit resumes@bromptongroup.com

Brompton welcomes applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

You will only be contacted if you have been selected for an interview.