

JOB DESCRIPTION

Associate, Investor Communications

Background

Burgundy Asset Management Ltd. is a leading global investment manager providing discretionary investment management for private clients, foundations, endowments, pensions, and family offices. Founded in 1990, Burgundy strives to protect and build our clients' wealth over the long term. Burgundy is fully independent and employee-owned.

Position Summary

Reporting to the Investor Communications Manager, you will be responsible for contributing to the firm's overall communication goals, including developing content to support and explain Burgundy's investment approach.

This role is a great opportunity to collaborate with different groups across the firm, including the Investment team as well as the Institutional and Private Client groups, in an effort to provide an outstanding client experience. This is a dynamic role that will result in extensive knowledge of Burgundy's investment approach and business operations. It is also an opportunity to develop relationships across the firm, in the common goal of delivering high-quality communication material.

Responsibilities

- Develop a deep understanding of the firm, its investment philosophy, and its investment strategies.
- Collaborate with Portfolio Managers and Investment Analysts to support and explain Burgundy's investment approach.
- Build strong relationships and provide support to the Institutional and Private Client groups to generate high-quality client and prospect material.
- Advance Burgundy's fixed income franchise by conducting marketplace research, developing a communications strategy, and identifying and forming connections with prospective clients.
- Support Burgundy's environment, social, and governance (ESG) communication efforts, both strategic and content development.

Skills and Specifications

The ideal candidate will be/have:

- Detail- and results-oriented with the ability to manage multiple projects simultaneously.
- Strong interpersonal skills with a proven ability to work effectively with teams.
- Strong project management skills to ensure the efficient and timely delivery of materials.
- An "outside the box" thinker and problem-solver.
- Able to thrive in a fast-paced environment and exhibit flexibility and adaptability to change, with a desire to learn and develop skills in financial and investment communications.
- Proficient with Microsoft Office, particularly with PowerPoint and Excel.

Required Qualifications

- Bachelor's Degree
- Experience in the financial industry an asset
- Actively pursuing the Chartered Financial Analyst (CFA) designation

Send your resume and cover letter to careers@burgundyasset.com with the job title (Associate, Investor Communications) in the email subject line. Please include a short essay (250 words maximum) of an example of when you encountered a business challenge. Provide the background, describe what actions you took, and the result you achieved.

Burgundy Asset Management Ltd. is an equal opportunity employer. Accommodations on the basis of disability, and other accommodations as required by the Ontario Human Rights Code, are available on request at all stages of the selection process and during employment.