



Research/Marketing & Operations Associate

Roundhill Investments - New York City, NY

Job Summary

Roundhill Investments is hiring! We are looking to expand our team by bringing on an entrepreneurial-minded Research/Marketing & Operations Associate.

About the Role

The Research/Marketing & Operations Associate's responsibilities can generally be segregated into two categories, research/marketing and operations.

Research and marketing duties will consist of industry and company specific research for our coverage areas ('themes') and content creation and distribution. Our themes currently include esports & digital entertainment and will soon include sports betting & iGaming. We plan to continue building our coverage in themes that appeal to the next generation of investors. The types of content we're focused on are varied, including: [social media](#), [email newsletter](#), [blog posts](#), and [company snapshots](#).

Operational tasks will consist of a mix of firm-level operational duties, fund-level operational duties, and compliance.

About Roundhill

Roundhill Investments is a registered investment adviser and ETF sponsor focused on thematic and sector-specific investing. Our expertise consists of thoughtful research and portfolio construction, resulting in funds that deliver on their intended purpose. Roundhill is built on the primary tenets of investor education, full transparency and open communication.

Location

Roundhill is based in NYC and would prefer applicants in that NYC area. With that said, we are open to hiring remote-workers with proven track-record of effectiveness in a remote-work environment.

Responsibilities and Duties



The Research/Marketing & Operations Associate will wear a lot of hats. Ultimately, we are looking for entrepreneurial candidates who can strike a balance between executing on assigned tasks and creatively approach challenges to improve and iterate on our processes.

Responsibilities and duties include:

Research & Marketing

- Market research on themes
- Index development and maintenance
- Creation and distribution of compelling content, including:
 - Weekly newsletter
 - Weekly company page
 - Periodic blog posts
 - Social media
 - Index and fund related marketing materials (e.g. fact sheets)
 - Website

Operations

- Firm-level operations and management of third-party service providers
- Fund-level operations and management of third-party service providers
- Compliance-related tasks

This position will report into the firm's co-founders, Will Hershey (CEO) and Tim Maloney (CIO).

Qualifications, Skills, and Traits

Must Have

- Bachelor's degree
- Ability to analyze financial markets and companies
- Experience creating and distributing content
- Microsoft Office / Google Suite
- 2+ years of professional experience

Nice to Have

- MailChimp
- Bloomberg
- Data-science (python or similar)



- Growth-hacking
- Digital advertising
- Search engine optimization
- Social media experience
- Public speaking
- Public relations / media outreach

What We Offer

- Salary (\$60,000 annually) plus equity
- Health insurance
- Ability to work remote

How to Apply

- Send an email to info@roundhillinvestments.com with the following details
 - Subject: Research/Marketing & Operations Associate Role - [Full name]
 - Resume
 - Brief note explaining why you are a fit for the role and the company

At Roundhill, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Roundhill believes that diversity and inclusion among our employees is critical to our success as a company, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. Selection for employment is decided on the basis of qualifications, merit, and business need.

You must already have, or be able to obtain, authorization to work in the United States.