ARK Investment Management Is Hiring:

**Client Portfolio Specialist**

**Who We Are**

ARK is a global investment manager focused solely on investing in disruptive innovation that is changing the way the world works. Majority Owner, Catherine D. Wood, founded ARK in 2014 on the belief that innovation is key to growth. Rooted in over 40 years of experience, ARK aims to identify large-scale investment opportunities in the public and private markets resulting from technological innovations centered around Artificial Intelligence, Multi-omics Sequencing, Robotics, Energy Storage, and Blockchain technology. We invest in the leaders, enablers, and beneficiaries of disruptive innovation.

ARK manages and sub advises long-only global equity portfolios across a variety of investment vehicles, including a suite of exchange traded funds (ETFs), a venture fund, mutual funds, and separately managed accounts. Our investments are backed by an open research ecosystem designed to identify innovations with the potential for long-term growth. As of September 30, 2023, the firm has approximately $22.7 billion in assets under management.

ARK is committed to ensuring equal employment opportunities for all employees and strives to maintain an environment free of discrimination based on race, color, religion, gender, national origin, ancestry, age, disability, genetic information, military or veteran status, marital status, sexual orientation, gender identity, citizenship, or any other protected category or characteristics as defined by federal, state, or local laws. If you want to learn more, please visit our “Philosophy” page to understand how ARK differs from traditional investment firms. We also encourage you to meet the ARK team and follow us on X, formally Twitter.

*This is a Full-Time position in our St. Petersburg, FL Corporate Office.*

**What You Will Do**

We expect you to partner with our Client Portfolio Manager (CPM) and Director of Global Strategic Partnerships to provide support for the CIO/PM and investment team in managing relationships with distribution partners and existing/prospective clients.

**Your Responsibilities**

- Portfolio analysis and research:
  - Compile monthly, quarterly, and annual portfolio and stock commentary reports for distribution partners.
- Attend research and investment meetings to capture key portfolio related updates, while providing market or client insights to the team.
- Communicate these portfolio changes and key market updates to distribution partners during regular scheduled update calls.
- Run and maintain portfolio analytics and attribution reports.
- Conduct original market research and create content that helps position ARK’s suite of investment solutions for different client types.
- Act as primary point of contact for inbound client requests and due diligence inquiries from prospects throughout the sales process, including:
  - Assist in logging investor inquiries and collaborate with CPM and research teams on to craft and provide specific investment-related responses.
  - Project-manage the firm’s investment related responses to investor RFP and DDQ requests.
  - Provide product information and sales support to investors utilizing pre-approved templates/commentaries.
- Manage conference and prospect meeting activity including:
  - Coordinate with multiple distribution partners all aspects of sales process included but limited to road show and in person meeting preparations, meeting presentations, touchpoint activity, and territory assignment.
  - Intake initial requests for calls and meetings with prospective clients to support sales efforts.
  - Set up sales meetings and coordinate conference attendance.
  - Manage, revise, and implement the business development prospect follow-up protocol.
- Strategic activity:
  - Research new opportunities and channel development as assigned.
  - Build and maintain a roster of competitors in order to refine fund positioning.
  - Proactively support broader corporate initiatives and participate in special projects and other duties as assigned.
  - Lead the firm’s conference sponsorship and attendance strategy. Complete and coordinate with distribution partners any follow up activity.

Who You Are
- You have 5+ years industry experience required; equity or asset management experience preferred
- You have a Bachelor’s degree from an accredited university
- You have experience in managing relationships with high net worth and institutional clients
- You have excellent communication and presentation skills (written, visual and physical)
- You possess strong analytical and problem-solving skills
- It’s a plus if you have asset allocation / portfolio construction / manager selection / due diligence or product specialist experience
If this description doesn’t fit you, but you have something unique to offer, please apply anyway.

**How to Apply**
The best way for us to get to know you is through examples of your work. This may be a marketing project, presentation or blog. If you don’t have an example of your work, we would encourage you to create one.

When you apply, please send your work sample, resume, and a brief cover letter to ARK.

To learn more about what it's like to work at ARK please visit https://ark-invest.com/work-at-ark/
ARK Job Applicant Privacy Notice

This Job Applicant Notice (Notice) describes how ARK Investment Management LLC and its subsidiaries and related companies (collectively, ARK) handle and protect data to which ARK is provided access in connection with the recruiting process and hiring process. Please note that in addition to this Notice, data of ARK investors, employees and website visitors is processed in accordance with the ARK Privacy Policy. For California residents’ data is also processed in accordance with the “ARK CCPA Notice.”

By making available your Candidate Data, as defined below, you confirm that:

- You have reviewed this Notice and agree that ARK may process your Candidate Data in accordance with this Notice; and
- You have provided any notices and obtained any consents needed to provide information concerning others (e.g., information about employment references).

ARK will process Candidate Data in accordance with this Notice, unless in conflict with requirements of applicable law, in which case applicable law will prevail.

Your consent to the provisions of this Notice is required in order to submit or make available Candidate Data. If you decline to submit or make available your Candidate Data, it may affect your ability to apply for or receive an offer of employment.

This Notice does not form part of any contract of employment offered to candidates hired by ARK.

Definitions

Candidate Data is identifiable information that an individual makes available to ARK either directly or indirectly in connection with the recruiting and hiring process, or sharing your work experience or interests. ARK may collect Candidate Data directly from a job candidate or from third parties, for example, in connection with a background or employment check or employment reference, subject to your consent where required by law. Candidate Data may include a variety of information, such as candidate status, work history/job data, education, compensation, candidate videos, virtual interviews, employer feedback, questionnaire results, contact information, previous addresses or names, additional information provided by the candidate (e.g., a cover letter), expertise or project work publicly shared (including video submissions), driver’s license number as required for certain positions, references, and criminal history where permitted by law.

Processing refers to any action performed on Candidate Data, such as collecting, recording, organizing, storing, transferring, modifying, using, disclosing, or deleting.
Sensitive Candidate Data is Candidate Data concerning nationality or citizenship, race or ethnic origin, criminal history, or trade union membership. ARK does not request or consider information concerning religion, sex life or political opinions in connection with recruiting.

**Collection**
You may use various electronic and paper methods to submit Candidate Data to ARK. You agree that, in addition to collecting Candidate Data directly from you, ARK may collect Candidate Data from third parties, for example, from recruiters, in connection with a background or employment check, an employment reference, or a candidate video submission (subject to your consent where required by law) or, to the extent permitted by law, from a recruiting or other web site where you may have provided information about your work experience or interests.

**Processing and Retention**
ARK processes Candidate Data for legitimate human resources and business management purposes. These include identifying and evaluating candidates for ARK positions; record-keeping related to hiring processes; analyzing the hiring process and outcomes; and conducting background checks, where permitted by law. In addition, Candidate Data may be used to comply with ARK’s legal, regulatory, and corporate governance requirements. If a candidate is hired, Candidate Data may be used in connection with his/her employment consistent with ARK’s employment data protection policies.

In addition to using Candidate Data for the position for which you have applied, ARK may retain and use your Candidate Data to consider you for other positions. If you do not want to be considered for other positions or would like to have your Candidate Data removed, you may contact ARK as specified under below. Unless required for tax or other legal purposes or in connection with employment as specified above, Candidate Data will be retained for a maximum of three years (or less where required by law).

**Sharing with Third Parties**
ARK may transfer Candidate Data to external third-party providers performing certain services for ARK. Such third-party providers have access to Candidate Data solely for the purposes of performing the services specified in the applicable service contract, and ARK requires the providers to undertake security measures consistent with the protections specified in this Notice.

ARK may be required to disclose certain Candidate Data to other third parties (1) as required by law; (2) to protect ARK’s legal rights to the extent authorized or permitted by law; or (3) in an emergency where the health or safety of a candidate or other individual may be endangered. In addition, in the event of a re-organization, merger, sale, joint venture, assignment, or other transfer or disposition of all or any portion of ARK’s business, ARK may transfer Candidate Data to successor entities or parties.


**Sensitive Candidate Data**

ARK may perform background and criminal checks where permitted by law, and may process other Sensitive Candidate Data, such as citizenship or nationality information or health information, when relevant for a position and permitted by law. If ARK intends to collect Sensitive Personal Data from third parties, you will be provided notice and the opportunity to consent. If you have a disability and would like ARK to consider an accommodation, you may provide that information during the recruiting process. To the extent you make Sensitive Candidate Data available to ARK, you consent to ARK processing such Data in accordance with this Notice.

**Candidate Rights:** You may exercise the following rights in relation to your Candidate Data:

**Access, Correction, Deletion and Portability:** ARK will provide you access to your Candidate Data that ARK holds, as well as a means to make that data portable, to the extent required by law. You may request correction or deletion of that Candidate Data, except where retention is required by your contractual relationship with ARK, in the context of a legal dispute, or as otherwise required by law. If access, correction, deletion, or portability is denied, the reason for the denial will be communicated to you.

**Automated Decisions:** ARK generally does not make recruiting or hiring decisions based solely on automated decision-making.

**Inquiries, Complaints, Objections and Restrictions:** You may withdraw consent to the processing of your Candidate Data or submit inquiries, complaints, objections and/or requests to restrict processing to the processing of your Candidate Data by sending a request to ARK’s General Support: https://ark-invest.com/contact

The processes described in this Notice supplement any other remedies and dispute resolution processes provided by ARK and/or available under applicable law.

**Changes to this Notice**

ARK reserves the right to modify this Notice by posting changes to relevant ARK websites. If you submit additional Candidate Data or request to be considered for an ARK position following the effective date of a modified Notice, your Candidate Data will be handled in accordance with the Notice in effect at that time.

**Effective Date:** August 2022