



**Position:** Head of Portfolio Systems  
**Legal Entity:** VEAC  
**Location:** New York, NY  
**Reporting to:** Chief Technology Officer  
**FLSA Status:** Exempt

**Summary:** Technology manager for front to back office, providing 24x7 lights-on support for business counterparts in the U.S., Europe and Asia. The ideal candidate will have experience with order management, accounting systems, and data warehouse, preferably at an ETF issuer. Expert level knowledge on Bloomberg and/or Refinitiv, FactSet, and SQL. This position reports to the Chief Technology Officer and requires both leadership and hand-on technical skills.

### **Essential Duties and Responsibilities:**

#### **Project Responsibilities**

- Lead an implementation of Portia/Aloha upgrade
- Implement a firm-wide Data Warehouse, including but not limited to portfolio data, sales and marketing data
- Analyze data flow across the organization, spot weaknesses and implement process improvement
- Re-rationalize all in-house solutions to trading desks in all 3 regions
- Own the relationship with all key market data vendors, such as Bloomberg, Refinitiv, FactSet, ICE, etc.
- Manage in house and outside programming resources, establish KPIs, recommend and implement improvements
- Deliver projects, on schedule and under budget

#### **Operational Responsibilities**

- Oversee day-to-day Technology operations from front to back office
- Establish service desk with the business, troubleshoot and remediate breaks in service

#### **Supervisory Responsibilities**

- Manage a team of both on-shore and off-shore professionals to accomplish established goals
- Promote a learning culture and develop team through regular coaching and mentoring

#### **Qualifications:**

- Master Degree in Science or Engineering, from top 10 engineering school preferred
- Minimum of 10 years of related experience within the financial/investment industry
- Strong project management skills with 5+ years' experience within IT managing complex technical projects
- Experience leading people, managing risks, issues and dependencies
- Excellent verbal and written communication skills
- Knowledge of market data and trading applications
- Strong data analysis skill
- Expert level experience with SQL
- Proven ability to foster productive relationships with peers, subordinates, and business partners
- Ability to interact and communicate effectively with all levels of staff and clients
- Ability to teach and train system users

- Roll-up your sleeve work ethic

**Compensation:**

- If this position will be performed in whole or in part in New York City, the base salary range is \$200,000 to \$225,000. Individual salaries may vary based on different factors including but not limited to, skills, experience, job-related knowledge, and location. Base salary does not include other forms of compensation or benefits offered in connection with this position.

VanEck is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. VanEck does not and will not discriminate against any employee or applicant for employment on the basis of race, religion, ancestry, color, gender, gender identity, pregnancy, age, physical or mental disability, national origin, marital status, sexual orientation, citizenship status, covered-veteran or military status, genetic information, and/or any other factor protected by law.