



Position: Portfolio Management Data Governance

Legal Entity: VEAC

Business Unit(s): Portfolio Administration

Location: New York, NY or Tampa, FL

Reporting to: VP - Portfolio Administration

FLSA Status (US Staff only): Full-Time Exempt

Summary: VanEck is a privately held global asset management firm founded in 1955. We develop forward-looking, intelligently designed, active and ETF strategies that strengthen long-term portfolios. This opportunity is to build the data governance for the portfolio management data infrastructure. The tenets of our strategy are improved data resiliency and scalability, data consolidation, improved data quality, operational excellence, leverageable development and data accessibility. This individual would work closely with key stakeholders including IT personnel, business operations, and portfolio managers across global regions.

If you are a high-energy individual with a strong work ethic, outstanding communication skills, and are looking to have a significant impact in a mid-sized firm, we would like to speak with you!

Essential Duties and Responsibilities:

Includes the following, other duties may be assigned as needed:

- Design, development and implementation of data strategies in collaboration with end users to ensure the quality and security of portfolio data elements
- Define and execute data strategy in-line with the organization's goals
- Design, leverage and evaluate third party source and systems to optimize workflows and cost structures
- Ensure standardized data easily accessible and readily usable by differing departments including end-users
- Develop and maintain policies and procedures
- Create reporting and dashboarding that accurately reflects the firm's key performance indicators
- Be go-to resource for all relevant data within the organization
- Understand and articulate strategy vis-a-vi industry participants - developments and direction
- Ensure data integrity and accuracy. Reconciling multiple data feeds will be critical in achieving this
- Work in close partnership with IT to deploy solutions that further enhance the organization
- Manage the cost structure in conjunction with CFO – developing models, budgets, cap ex requests

Qualifications & Skills:

- Understands the critical elements of a good data program leading to successful implementation of enhancements, ongoing business operation and maintenance
- Prepared big data structures for enterprise implementation like a PAS/IBOR; run complex, deep and long-term adoption projects

- In-depth knowledge of portfolio management, trading and operations workflows and data requirements
- Experienced artifact and document designer
- History of showing quantitative success ratings such as scorecards
- Team player/collaborator
- Work closely with selection, procurement, contracting and the financial side of data
- Track record of detailed, hands-on involvement in project execution
- Proven background working with remote resources in different regions

Education & Experience:

- Bachelors degree in Business, Finance or Computer Science
- Fifteen plus years of related experience in financial services, preferably asset management

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Track record of hands-on problem solving
- Ability to analyze data
- Meticulous and detail-oriented
- A superior planner and educator
- History of successful multitasking
- Top level communicator
- History of successfully working with teams, portfolio managers and third-party representatives
- Self-starter with urgency, personal responsibility and accountability
- Results and process-oriented with a proven ability to multi-task and execute on deliverables in a timely manner

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.