

Position: Index Research Associate
Legal Entity: MV Index Solutions (MVIS)
Location: New York, New York
Department: Index Operations
Reporting to: Global Head of Research & Investment Strategy

Summary: MV Index Solutions (MVIS), is currently looking for an Index Research Associate to support MVIS' external clients and the firm's thought leadership initiatives, as well as the creation and execution of MVIS' vision and strategy regarding its indexes and data products on a global basis.

MVIS develops, monitors and markets the MVIS Indices, a focused selection of pure-play and investable indices designed to underlie financial products. They cover several asset classes including hard assets and international equity markets as well as fixed income markets.

MVIS is a rapidly growing global provider of financial indexes and investment data solutions. Approximately USD 32 billion in assets under management are currently invested in financial products based on MVIS Indices. Many of those products are the largest in their investment category. MVIS also develops and maintains customized indices for third parties that aim to track specific investment themes.

The main objectives of the position are precise execution of index and product development and strategic initiatives, maximizing revenue growth, and ensuring client satisfaction. The role includes contributing to the firm's research agenda, contributing to MVIS' marketing and positioning, and serving as a bridge between clients/prospects and the internal operations/implementation teams. This position also serves a vital role in developing technical sales presentations, and contributes heavily to the sales/business development process, client relations, and expansion of business with existing clients.

Essential Duties and Responsibilities:

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

Client/Prospect Consultation and Index Development

- Participate in technical sales and consultation with current and prospective clients regarding development of new indexes and investment strategies, and/or on evolution of existing indexes
- Assist in all aspects of executing the development of new indexes and data products including:
 - Conception of new ideas or refining custom index requests
 - Industry and technical research
 - Developing index selection universes, selection criteria, and weighting strategies
 - Preparation of index research and presentations to prospective clients
 - Coordinating index production/calculation with MVIS operations and calculation agents
- Product Support
 - Prepare data packages for clients to present results of backtests
 - Respond to client and prospect inquiries about performance or composition of existing

- indexes and indexes under development
- Support business development and product management team with data, analytics or thought leadership on the index construction, performance or investment case

Technical Research and Index Governance

- Research and Thought Leadership
 - Work in coordination with Head of Research, CEO, COO and Global Head of Business Development and Marketing team to regularly generate compelling thought-leadership research, periodic market updates, and investment case presentations
 - Contribute to production of research content:
 - Blog posts, white papers, investment cases
 - Investment-related content for sales/marketing collateral material
- Index Governance
 - Contribute to updates and revisions of Index Guide documents
 - Review Index data & descriptions on MVIS website
 - Assist on coordination and communication with internal and external Index Advisory Committee and Sub-Committee members.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

- Basic understanding of the investment management and ETF industry
- Excellent data skills
- Intermediate to advanced Excel skills, familiarity with SQL and/or Python is a plus
- Motivated to stay current with financial markets, technological, and economic trends
- Team player with good communication skills
- Demonstrated capabilities in expository writing
- Ability to multi-task between unrelated projects and meet deadlines in a fast-paced work environment

Education and/or Experience

- Bachelor's degree in Finance or Economics preferred, coursework or experience in Statistics also a plus
- 2+ years' relevant experience

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.