



**INNOVATION
IS KEY TO
GROWTH**

July 2021

ARK Investment Management Is Hiring: **ARK Investment Management Is Hiring: Due Diligence Manager**

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 markets resulting from technological innovations centered around genome sequencing, robotics, artificial intelligence, energy storage, and blockchain technology.

ARK manages and sub advises long-only global public equity portfolios across a variety of investment vehicles, including a suite of exchange traded funds (ETFs), 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 June 30, 2021, the firm managed approximately \$84 billion assets.

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, 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 twitter.

What You Will Do:

We are looking for a career-minded due diligence manager (proposal strategist) with a global perspective to join our team. You will be supporting ARK's marketing and sales, consultant relations, institutional and intermediary new business acquisition efforts. As ARK's Due Diligence Manager you will be responsible for the project management and completions of RFPs, RFIs and DDQs; collaborating with investment teams, sales and various stakeholder units throughout the business to manage their execution. This includes creating compelling strategic value propositions, writing new content, and editing existing responses to tailor them for individual prospects.

You will have the opportunity advance ARK's workflow, manage our database, and significantly impact our business development efforts. As an ARK team member, you will work in a fast-paced collaborative environment. A successful candidate has experience in or knowledge of the asset management industry. You should have experience with RFP writing and good understanding of the asset management industry and its different product solutions.

ARK Investment Management LLC
3 East 28th Street, 7th FL,
New York, NY 10016

212.426.7040
info@ark-invest.com
www.ark-invest.com
www.ark-funds.com

Responsibilities:

- Complete proposals/questionnaires, including compiling existing language, creating new language as needed
- Review documents to ensure high quality, error-free final product and to ensure all RFPs, RFIs, and DDQs are completed on a timely basis; proofread RFPs/DDQs before submission
- Complete administrative duties in support of the documented RFP workflow, and assist with content management of the RFPIO library, including periodic review
- Work within a dynamic and time sensitive environment, supporting internal stakeholders and client requests
- Identify and develop opportunities to enhance ARK's client reporting and sales support
- Coordinate regulatory updates and reporting
- Help maintain calendar of RFPs/DDQs for existing clients.
- Help establish an efficient sales support and due diligence workflows
- Assist in compiling routine and complete business reporting for sales, investment teams, and senior management
- Monitor and manage regular firm updates, including firm DDQ as necessary
- Report and coordinate with sales, marketing, investment, research, operations and compliance to meet client due diligence needs
- Coordinate with Client Portfolio Manager and Compliance team and others for any cross support with clients and prospects

Who You Are:

- You enjoy working as part of a high-performance team.
- You are a self-starter, interested in helping to shape and improve a young company.
- Experience with formal RFP procedures.
- Experience with RFP software solutions (i.e. Qvidian, RFPio, Loopio).
- Content/data set management experience a plus.
- Professional experience with Microsoft Office products (Word, Excel, Outlook, etc.).
- Strong attention to detail and organization.
- Minimum of 3-5 years of experience in due diligence, sales support, or proposal (RFP) writing.
- Work experience in the asset management industry.
- Excellent project and time management skills; able to prioritize tasks and work with strict deadlines.
- Excellent written and verbal communication, organizational, technical, and project management skills.
- Ability to manage multiple tasks and deliver outstanding work under tight deadlines.
- Ability to think and write from a prospect's perspective while accurately describing the firm and its operations.
- Ability to work independently but also function as a key contributor in a collaborative team.
- Education: Bachelor's degree (master's degree not required).

How to Apply

The best way for us to get to know you is through examples of your work. This may be a blog, presentation, podcast, newsletter, or tweetstorm. If you don't have an example of your work, we'd encourage you to create one.

[Please click here to apply and send your work sample, resume, and a brief cover letter to ARK.](#)