



Associate, Governance Advisory

I. Purpose

Based in Toronto, Ontario, as a member of Kingsdale's market leading Governance Advisory team, the Associate has the primary responsibility for research & analytical approach towards executive compensation and corporate governance matters of public companies in Canada and the United States.

II. Reports to the Vice President, Governance Advisory.

III. Key Duties and Responsibilities

- Write research reports on annual meetings with projected recommendations on proposals such as election of directors, appointment of auditors, advisory vote on executive compensation (Say on Pay), equity-based compensation plans and by-laws from the perspectives of proxy advisory firms and key institutional shareholders.
- Conduct vulnerability analysis of both management nominees and dissident nominees for contested or potentially contested election of directors.
- Assess client corporate social responsibility (CSR) reporting as needed.
- Form and sustain ongoing relationships with clients to understand their needs and provide them with advisory services and expertise on executive compensation, corporate governance, and environmental & social (E&S) trends and best practices.
- Develop industry-leading intellectual capital and knowledge database on executive compensation, corporate governance, and E&S topics.
- Analyze public company filings on SEDAR and EDGAR.
- Review & develop knowledge of the materials for each event that the department is involved in.
- Review market news specific to executive compensation, corporate governance, E&S and keep group notified of relevant updates..
- As necessary, reach out to third party research contacts to obtain & procure information on executive compensation, corporate governance and E&S.
- Maintain databases that are critical to the team and firm.
- Identify & recommend ways of improving, efficiency, certainty, accuracy & control.
- Maximize utility from available resources, by assessing & incorporating applicability of acquired & free resources for informational, processing, operational & reporting use.
- Aid in the development & improvement of internal & external reports.
- Prepare presentations as required.
- Assist the Vice President, Governance Advisory and other team members on a daily basis to ensure all tasks are completed on a timely and professional manner.
- Other duties as assigned.

IV. Skills

Education

- Bachelor's Degree in Commerce, Business Administration, Quantitative Analytics or related discipline is required.

Experience

- 2+ years of experience in corporate governance and/or executive compensation research or a similar role is an asset, experience at proxy advisory firms, compensation consultants or institutional shareholders preferred.
- Working with different analytical tools is an asset.

Qualifications

- Passion in corporate governance, executive compensation, E&S, and shareholder activism research.
- Exceptional attention to details, committed to quality of deliverables.
- Experienced team player with strong analytical and problem solving skills.
- Ability to learn technical subject matter quickly.
- Intellectual curiosity and dedication to mastering complex concepts.
- Ability to diagnose client needs and identify relevant resources.
- High proficiency in distilling massive amounts of data.
- Proactive of turning to others for assistance when required.
- Adaptable and flexible, able to meet deadlines in a fast paced environment.
- Solid organizational and time management skills along with the ability to resolve client issues before escalation in a professional manner.
- Reliable, responsible and motivated individual with excellent communication and presentation skills.
- Ability to prioritize and multi-task.
- Able to work independently or in a team.
- Professional demeanor at all times.
- Ability to liaison with clients, colleagues, management, and senior leaders within any organization.
- Organized and resourceful.

Technical Skills:

- Solid, demonstrated knowledge of Microsoft Office (Word, PowerPoint, Excel, etc.), Microsoft Outlook, Bloomberg, DisclosureNet, Thomson Reuters Eikon, Enterprise Content Management.
 - Exhibiting increased proficiency in duties and expanded knowledge and application of software packages.
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