



**KINGSDALE**  
Shareholder Services

# **Job Description**

## **Associate, Governance Advisory**

Kingsdale Shareholder Services

The Exchange Tower  
130 King Street West, Suite 2950  
Toronto, ON, M5X1E2

The MDC Innovation Centre  
745 Fifth Avenue, 16th Floor  
New York, NY. 10151

## **Associate, Governance Advisory**

### **I. Purpose**

Based in Toronto or New York, 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 Executive Vice President, Governance Advisory.**

### **III. Key Duties and Responsibilities**

- Write research reports on annual meetings, proxy fights and other special proposals.
- Analyze client data and proposals to identify sources of concern to institutional shareholders in executive compensation and corporate governance proposals.
- Form and sustain ongoing relationships with clients to understand their needs and provide them with advisory services and expertise on executive compensation and corporate governance trends and best practices.
- Develop industry-leading intellectual capital and knowledge database on executive compensation and corporate governance topics.
- Analyze public company filings on SEDAR and EDGAR.
- Summarize company proposals for shareholder meetings.
- Forecast proxy voting recommendations.
- Review & develop knowledge of the materials for each event that the department is involved in.
- Review market news specific to executive compensation and corporate governance and keep group notified of relevant updates.
- Monitor updates relevant to executive compensation and corporate governance assignments.
- As required, conduct deeper research by incorporating the use of all resources available i.e. documents available online, library archives, genealogy websites, obituaries, probates etc.
- As necessary, reach out to third party research contacts to obtain & procure information on executive compensation and corporate governance.
- Maintain a database of contacts specific to executive compensation and corporate governance and regularly update contacts.
- 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 Executive 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 and executive compensation 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, Enterprise Content Management.
- Exhibiting increased proficiency in duties and expanded knowledge and application of software packages.