



JOB TITLE: Senior Analyst, Responsible Investing
DEPARTMENT: Responsible Investing, Guardian Capital LP (“GCLP”)
REPORTS TO: Managing Director, Head of Responsible Investing
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

Guardian Capital Group Limited (“Guardian”) is a diverse financial services company with expertise in asset management and wealth management. With approximately C\$50 billion in assets under management and administration, Guardian has its headquarters in Toronto while supporting our global strategic mindset with offices in Canada, the Caribbean, UK and US and a growing number of clients across the globe. Our asset management division, GCLP, provides investment management strategies spanning a broad range of asset classes, geographic regions and specialty mandates. From Canadian equity to fixed income, quantitative, artificial intelligence-driven and concentrated alpha-targeted strategies, we are one of the largest independent, non-bank/non-insurance, Canadian-based asset management firms, and have demonstrated organic growth by investing in innovative investment ideas and strategies.

We are currently seeking a Senior Analyst, Responsible Investing to join our Responsible Investing team. In this role, the successful candidate is expected to support Guardian’s Responsible Investing initiatives, including the ongoing development and implementation of investment processes and procedures to systematically integrate environmental, social and governance factors across all investment portfolios, corporate engagement and proxy voting, portfolio analytics, and marketing and client service support around Responsible Investing activities.

ESSENTIAL FUNCTIONS:

- Assisting with drafting responses for Requests for Proposal (RFPs) and Due Diligence Questionnaires (DDQs) with a specific focus on Responsible Investing;
- Gathering content/responses for Guardian’s UNPRI Transparency Report and other ESG disclosure frameworks;
- Working with Guardian’s Responsible Investing Oversight Committee, Corporate Social Responsibility Committee and Responsible Investing Marketing Taskforce by attending quarterly meetings, assisting with planning and implementing Guardian’s Responsible Investing initiatives;
- Ongoing content creation for the Guardian communications strategy, including articles, case studies, and Q&As for the website and social channels;
- Participating in or leading meetings, internal trainings, presentations and external conference presentations;
- Assisting in company-wide ESG reporting, including the annual report and corporate ESG disclosures;
- Performing ongoing research to stay current with industry trends and developments;
- Supporting external communications to stakeholders, including investors and partners, by developing timely and engaging thought leadership pieces; and
- Representing Guardian at various responsible investment and corporate responsibility events and functions.

QUALIFICATIONS:

- Post-secondary degree (preferably with an orientation toward business, finance, environmental sciences, or social sciences)
- 3-5 years of related work experience in a responsible investing and/or financial services role

- Demonstrated knowledge of environmental, social and governance risks and opportunities across different sectors
- Ability to successfully navigate in an environment where projects and tasks do not have a clear path to completion and innovation is required to accommodate all stakeholders' preferences
- Proficiency with the Microsoft Office Suite, including Word, Excel and PowerPoint
- Passion for sustainable value creation
- Strong analytical skills and attention to detail
- Results-driven and demonstrated commitment to high quality results
- Strong critical thinking and problem-solving skills
- Demonstrated experience as an effective communicator and team player
- Ability to work independently with limited supervision
- Alignment with Guardian's core values – Trustworthiness, Integrity, and Stability

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.