



Empowered Funds, LLC, doing business as ETF Architect, is a premier white-label ETF advisory firm, specializing in helping financial advisors and asset managers build, launch, and manage customized ETF products. As a white-label provider, we enable advisors to bring their own branded ETF products to market with an affordable and turnkey solution. Our team brings deep industry experience, a passion for innovation, and a commitment to helping advisors create products that benefit investors. We pride ourselves on understanding the unique needs of each client and working collaboratively to deliver tailored solutions that drive success. ETF Architect is veteran- and employee-owned, and we pride ourselves on our reputation for education, integrity, and ingenuity.

Be a Part of ETF Architect's Fund Operations Team!

ETF Architect's Fund Operations Team plays a crucial role in ensuring the smooth functioning of the ETFs that we manage and the strength of our client relationships. The team is responsible for activities including the onboarding of new relationships and products, engagement with our service providers and partners that support our ETFs, and the financial reporting required of registered funds, among other functions. The Fund Operations Team acts as a central point of contact for clients and other stakeholders and supports cross-functional collaboration with other teams (e.g., legal, trading, and compliance), custodians, brokers, and listing exchanges to ensure the services being provided to our clients are executed according to our high standards.

Your New Role: Fund Operations Lead

As a Fund Operations Lead, you will play a key role in delivering on the team's responsibilities and designing and implementing the way the team operates in the future. In particular, you will be responsible for managing the financial reporting and filing requirements for a group of ETFs and for supporting the activities involved in a reorganization of funds or the launch of funds with assets contributed from separately managed accounts. In this capacity, your role includes acting as a liaison between internal teams, external legal counsel, service providers, accounting firms, and our clients. As a leader in our Fund Operations Team, you will also play a critical role in helping our firm evolve as we continuously seek new resources and technology to provide the best possible experience for our clients. Contact us for more details.

Preferred Qualifications & Skills

- Relevant degree in accounting, economics, or finance and/or equivalent work experience
- 7+ years of related work experience (ETF and/or mutual fund experience required)
- Consulting experience or role in a client-facing position
- Understanding of legal, regulatory, and accounting principles applicable to ETFs
- Strong organizational skills and attention to detail
- Ability to prioritize and work concurrently on a variety of projects and collaborate with others
- Interest and commitment to learning new and sometimes complex concepts
- Ability to innovate and drive efficiencies across workstreams

Compensation

ETF Architect offers compensation based on the experience, skills, and responsibilities of each candidate. Compensation for this role is expected to be between \$140,000 and \$170,000 base plus incentives and other benefits (e.g., 401(k)).

Virtual Engagement

Our team operates predominantly in a virtual manner, and the Fund Operations Lead role offers the opportunity to work remotely full-time. We regularly engage on video with clients and colleagues, so candidates must have an environment conducive to working remotely.