

**BRIDGEWAY CAPITAL MANAGEMENT**  
**JOB POSTING**  
**Client Service and Marketing Analyst**



**Bridgeway Capital Management**

Bridgeway Capital Management is a Houston-based investment management firm founded in 1993. We believe our strong and principled organizational culture, coupled with our disciplined investment process, allows us to deliver innovative investment solutions to institutions, advisors, and individuals. At all times, Bridgeway strives to put investors' interests first by emphasizing integrity, performance, efficiency, and service. Bridgeway is a leader in relational investing, which unites results for investors with returns for humanity. Our approach to investing is statistical and evidence-based, motivated by a passion for servant leadership and global impact, which we accomplish by donating 50% of our firm's earnings to organizations making a positive impact for humanity. Based on the evidence, we firmly believe that diverse and inclusive teams and organizations make better decisions and achieve better outcomes.

The Client Service and Marketing (CSM) Team is responsible for sales, marketing, client service, and consultant relations, and collaborates closely with all teams within the firm. The CSM Analyst will be a generalist who leads and supports initiatives in corporate marketing, channel marketing, client service, sales, creative services, and business intelligence for institutional strategies, sub-advisory services, mutual funds, and exchange-traded funds (ETFs). This person will be a critical member of Bridgeway's CSM team, reporting to the CSM Team Leader, and will be based in Houston, Texas.

**Principal Responsibilities**

- Lead and/or provide support to marketing initiatives, programs, or research projects
- Coordinate production of communications with internal staff and third parties to ensure quality, timeliness, and cost efficiency (e.g., quarterly reports, consultant databases, data requests)
- Draft copy for investment letters, promotional materials (e.g., reports, brochures, consultant databases, RFPs, website, prospectuses, etc.) and other written or verbal communications (e.g., speeches, presentations)
- Collaborate in developing new products, client relationships, and in implementing marketing approaches
- Forge relationships and provide oversight of service providers in support of marketing activities
- Provide consistency of marketing and communications across all products, services, and functions
- Support the entirety of CSM, partnering with each of the senior team members in Sales, Consultant Relations, Client Service, Marketing, and other CSM functions

**Experience/Education**

- Undergraduate degree, preferably in Finance, Marketing, or Business Administration; interest in CFA preferred
- Summer Internship in investment management or prior knowledge a plus, but not required
- Work towards the appropriate FINRA licenses

**Skills/Passions**

- Demonstrated analytical and problem-solving ability
- Strong oral, written, phone and social media communication skills
- Sense of urgency, attention-to-detail, highly-organized, and strong project management skills
- Desire to work in a collaborative, team environment
- Strong work ethic and drive for team and personal success
- Website management skills
- Flexible and responsive to multiple and changing priorities
- Ability and desire to work in a Servant Leader culture
- Strong desire to be a part of a social impact company



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