



Full Job Description

Compliance Officer, Compliance Department, Compliance

Water Island Capital is seeking a senior-level compliance professional to support its compliance programs. Water Island is an investment adviser or sub-adviser to various clients, including The Arbitrage Funds, a series of mutual funds, and AltShares Trust, a series of exchange-traded funds, both of which are affiliated investment companies registered under the Investment Company Act of 1940, as well as other mutual funds and private funds.

Responsibilities

- **Design and conduct compliance monitoring and testing**
- **Draft, maintain, review and amend written compliance policies and procedures**
- **Prepare formal written reports relating to compliance testing and policy reviews**
- **Conduct employee email reviews**
- **Serve as supervisor of the firm's registered representatives**
- **Review advertising, sales literature, and other marketing materials for compliance with SEC and FINRA rules**
- **Administer the firm's Code of Ethics program**
- **Prepare regulatory filings, including Section 13 filings**
- **Conduct investment guidelines and trade compliance monitoring**

- Assist with compliance reporting to clients, including reviews of due diligence questionnaires and participation in client meetings
- Serve as the primary compliance officer of Water Island's UK, FCA-registered affiliate
- Engage with employees on compliance matters and administer employee compliance training
- Participate in oversight of service providers
- Communicate with Board members of the Trusts, external legal counsel, and other professionals
- Keep abreast of regulatory developments affecting the firm's compliance programs

Education & Qualifications

- Bachelor's degree required
- Minimum of five years of relevant compliance and/or legal experience, including knowledge of the rules and regulations of the Investment Advisers Act of 1940 and the Investment Company Act of 1940, as amended
- Willingness to obtain FINRA Series 7, 63, and 24 licenses
- Experience with reviewing advertising and marketing materials for registered investment advisers and funds
- Experience with administration of personal trading policies and procedures, trade surveillance, and electronic communications reviews
- Flexibility and enthusiasm to assist the CCO in a wide range of tasks and responsibilities
- Committed to maintaining high ethical standards and a strong compliance culture
- Strong verbal and written communication skills, including ability to draft reports and policies

- **Strong problem solving and analytical skills with excellent attention to detail**
- **Self-starter with ability to work well independently and in a team environment, work well under pressure and deadlines, while managing multiple projects**
- **Strong service orientation and ability to communicate with and establish and maintain effective working relationships with peers, senior management, a wide array of associates, clients, Board members, external legal counsel, and other service providers**

Please submit your cover letter and résumé to jobs@wicfunds.com