

Direxion, a leading provider of exchange traded funds and mutual funds, is currently seeking a **Marketing Compliance Specialist**.

This position is based in Direxions' Boston, Massachusetts office.

### **Marketing Compliance Specialist**

The Marketing Compliance Specialist (MCS) will play a crucial role in helping to optimize the effectiveness and efficiency of the firm's content marketing operations. This associate will dedicate the majority of his or her time to two primary functions: 1) monitoring the status of the firm's marketing materials and ensuring they adhere to strict compliance guidelines, and 2) reviewing and updating marketing materials to ensure they meet FINRA advertising standards as they are being created. With strong FINRA advertising compliance knowledge, the MCS will serve as the liaison between the content creators and the compliance approval process and ensure that all materials meet compliance guidelines.

The MCS will report directly to the firm's Vice President, Marketing Operations, who serves as the firm's content curator, and together they will work to monitor the status of all materials, from both a compliance as well as business standpoint, to ensure all materials are in good standing and appropriate for continued use. This associate will assist the content curator cataloging and tracking of all firm materials, including maintaining current compliance status, ensuring all obsolete materials are removed from circulation, and all active materials are properly distributed to the Sales and other associates.

#### **The responsibilities of the MCS:**

- Work closely with the product and marketing teams, to define and implement compliance requirements for all materials.
- Serve as the primary liaison between the marketing and legal/compliance teams to help facilitate a strong working relationship and efficient materials review workflow.
- Work with the legal and compliance team to maintain the disclosure statement library.
- Work closely with the content curator to assist in the ongoing maintenance of the content inventory system.
- Run regular reports to identify all materials in need of review and maintenance, and work with content owners to update materials as necessary.
- Manage the status and inventory of all active materials and ensure that the appropriate version is accessible to Sales and other departments and that all obsolete materials are removed from circulation.
- Conduct various project management responsibilities as dictated by the firm's strategic focus.

#### **The qualifications needed of the MCS:**

- Bachelor's degree required
- Minimum of 3-5 years of previous related work experience, with experience in financial services
- Background in and strong knowledge of FINRA advertising compliance
- 1940 Act Mutual Fund/ETF compliance experience preferred

- Excellent written and verbal communication skills, and the ability to craft appropriate compliance disclosure language when needed
- Strong project management skills and the ability multi-task on several projects
- An ever-present precise attention to detail
- Aptitude to build and maintain strong cross-functional working relationships
- Ability to work effectively under tight deadlines and in high pressure situations

Direxion offers a competitive compensation package with national medical benefits, dental, disability insurance, life insurance and a 401(k) retirement plan, with company matching contributions.