



Position: Marketing and Client Relations Associate

Firm: Ranger Investment Management, LP

Location: Dallas, Texas

Who We Are:

Founded in 2003, Ranger Investments is an independent, employee-owned institutional investment boutique based in Dallas, Texas. We specialize in U.S. Small Cap and Micro Cap equity strategies. As a boutique firm, we have an exceptional team of people with experience across all aspects of the investment management business. From our seasoned investment professionals to client service, marketing, and operational business support, we collaborate to responsibly deliver performance and service and build upon the trusted relationships we have with our long-standing clients.

Ranger Investments is seeking a full-time associate for its marketing and client relations team. As a member of this team, the associate will have primary responsibility for external communications including, but not limited to client reporting, database profiles and marketing materials. This associate will address day-to-day requests from clients and prospects, support the Head of Marketing & Client Relations in the firm's outreach, and will maintain the firm's digital presence.

An ideal candidate would be one who wants to grow into a senior business development/institutional marketing role. Beyond expanding marketing expertise, this role offers the opportunity to work and collaborate with leadership across the entire firm (Investment Team, Accounting, Operations, and Compliance departments).

What You Will Do:

- Address regularly occurring and day-to-day requests from clients, prospects and investment team
- Update marketing materials including presentations, quarterly letters, fact sheets, and websites
- Manage subscription documents and redemption notices for private fund investors
- Manage client onboarding process and document retention
- Maintain and update consultant databases on a monthly and quarterly basis
- Manage distribution lists and mailings through our Client Relations Management system
- Conduct competitive research and analysis to support the marketing effort
- Assist with, and eventually take responsibility for, the completion of DDQs, RFPs and RFIs from current and prospective clients.

What We Are Looking For:

- Preferably 3+ years of experience in marketing, investor relations, investment consulting or the asset management industry, with a preference for equity markets
- Detail-oriented self-starter with strong project management and collaborative skills
- Ability to manage multiple high-priority projects with simultaneous deadlines in a fast-paced environment
- Strong communication and writing skills, with capacity to learn, understand and discuss concepts fundamental to the investment management industry
- Time management, critical thinking and problem-solving abilities
- Team player with strong interpersonal skills and a solution-oriented disposition
- Four-year college degree with a strong academic background

Ranger Investment Management, LP

8115 Preston Road, Suite 590 Dallas, Texas 75225

Phone: (214) 871-5260 | Email: crteam@rangerinvestments.com

Additional Preferred Qualifications:

- Proficiency with Microsoft Office applications, particularly Excel LOOKUPS
- HTML, Elementor or equivalent website builder experience
- Adobe Creative Suite: InDesign, Photoshop and Illustrator
- Backstop CRM or equivalent CRM experience
- eVestment Analytics, FactSet
- Advent AxysGoogle Analytics

What We Also Have to Offer:

Competitive compensation and full benefits package includes

- Comprehensive benefits package including full health coverage and 401(k) employer match
- Flexible working schedule with a combination of office days and remote days
- Volunteer time off and annual donation matching program
- Opportunity for firm engagement through committee participation
- Role-specific education reimbursement program
- One-month paid sabbatical every five years – we want our team members to experience and explore the world, returning with renewed interest and perspective

Is Ranger Investments Right for You?

- Our clients and fiduciary duty are our first priority
- We act with integrity
- We achieve excellence through accountability and collaboration
- We encourage an inclusive work environment and value community
- We invest in our people through mentorship and professional development

To apply please send a note and resume to crteam@rangerinvestments.com.

Please note:

Ranger Investments is an equal opportunity employer and values diversity of thought, gender, and race. We believe our continued success depends upon the equal treatment of all associates and applicants for employment without discrimination on the basis of race, religion, creed, color, national origin, sex, gender, age, mental or physical disability, marital status, sexual orientation, gender identity or expression, citizenship status, military or veteran status, pregnancy, or any other classification protected by country, federal, state, or local law. The above description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required.