



## RESEARCH ASSOCIATE

**Location:** Richmond, VA  
**Department:** Research

### Overview

This full-time position involves working with senior research analysts in a broad range of duties. The candidate must have strong writing skills since this position requires active involvement in the preparation of research reports and other forms of written communications. The candidate will work extensively with computers and must possess extensive course work/knowledge of accounting and finance since considerable time will be spent helping to gather, prepare and analyze financial information on companies and industries. Attention to detail is essential in this position. This position will also involve interaction with publicly traded companies, Davenport Associates and various other groups. At times, particularly during earnings cycles, the candidate will be expected to work substantial hours in order to get information out on a timely basis.

### Responsibilities

Responsibilities include, but are not limited to:

- Help maintain databases and earnings models for specific companies
- Help maintain industry-related information for analysts
- Work with specific analysts and become knowledgeable of the stocks they follow
- Assist the analysts in gathering information from press releases, SEC filings, conference calls, third parties, etc.
- Assist the analysts in writing and preparing research reports
- Assist in preparing PowerPoint presentations
- Communicate important developments to Davenport's brokers
- Act as lead liaison between the analysts and various constituents including retail brokers, buy-side clients, the media and subject companies
- Become knowledgeable about various databases to gather company and industry information (i.e. Bloomberg)
- Help the analysts maintain current information on their websites on the intranet
- Track performance data on various companies and industries
- Support the analysts when they are absent from the office by keeping current on followed companies and relaying important information
- Help the analysts stay in compliance with various rules and regulations
- Independently manage various projects as needed by analysts

### Qualifications

- College degree in Accounting and/or Finance
- Series 7 licensed, or must obtain within one year from date of hire
- Series 86 and 87 are required after candidate obtains the Series 7
- Interest in pursuing the Chartered Financial Analyst (CFA) designation
- Strong knowledge of Microsoft Word, Excel, and Bloomberg
- Strong writing and verbal communication skills are essential

### Salary & Benefits

We offer a competitive salary and excellent benefit program, including safe harbor 401(k) contribution, profit sharing plan, disability and life insurance, high deductible health plan with an HSA, Paid Time Off and elective dental benefits. We offer wellness programs and support a friendly and collegial culture, with company sponsored volunteer opportunities during business hours.

### Application Instructions for Qualified Applicants

Submit your resume and cover letter through [www.investdavenport.com/careers](http://www.investdavenport.com/careers)

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