Vivaldi Capital Management is a Chicago-based privately owned SEC Registered Investment Advisor with ~$450 Million in assets under management. Vivaldi’s team is focused exclusively on alternative investment opportunities where they perform the investment and operational due-diligence on strategies for their investment platform. Clients access strategies either direct or through one of Vivaldi’s proprietary allocation vehicles. Through its affiliate, Vivaldi Asset Management, Vivaldi is looking to expand their presence within the 40-Act and 33-Act space by offering both daily-liquid and interval-style funds.

POSITION SUMMARY:
The Compliance Internship will offer significant exposure to issues associated to Registered Investment Companies as well as operators of both private and public registered funds. Prospect will work directly with the Chief Compliance Officer, Chief Operating Officer, compliance consultants and attorneys to monitor compliance program and continually refine policies and procedures. The position requires the prospect to take initiative, research relevant topics and share findings with the firm’s partners. Attention to detail, intense organizational skills and a high degree of computer literacy are required.

SCOPE AND RESPONSIBILITIES:
- Assist in implementing and executing new policies and procedures.
- Get-up-to speed on all 33-Act, 40-Act and JOBS Act amendments
- Participate in other duties and special projects as requested by Chief Compliance Officer
- Participate in other duties and special projects as requested by Chief Operating Officer

EXPERIENCE / SKILLS REQUIRED:
- Extreme organizational skills
- Deliver on multiple projects at once.
- Ability to take ownership, solve problems and raise issues.
- Ability to learn proprietary software and databases.

CONTACT INFORMATION
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