ATHENA
Capital Advisors

Job Title:	**Quantitative Analyst - Entry Level**
Location:	Lincoln, MA
Classification:	Full Time (duration 2-3 years)
Reporting To:	John M. Raus, CFA - VP, Head of Quantitative and Risk Analytics Team
Date of Creation:	Oct 2019

About Athena:

Athena Capital is a $5.8 billion firm that provides investment management and wealth management services to high net worth families and non-profit institutions. Athena invests in a broad range of investment managers in assets including equities, fixed income, hedge funds, private equity, and ESG/impact strategies.

Job Purpose:

Athena is seeking an entry-level Quantitative Analyst to join its Quantitative and Risk Analytics team. The team oversees asset allocation, portfolio analytics, and simulation based-frameworks at the firm. This is a 2 to 3-year position in which the candidate will be responsible for maintaining proprietary investment risk management and forecasting data, models, and corresponding software interfaces for broad deployment at the firm. The candidate will also serve as the day-to-day liaison on behalf of the Quant team to both the Portfolio Management and Investment Research teams. The candidate can expect to gain exposure to a broad sample of the investment universe as well as learn quantitative methods and best practices. Our firm is located in Lincoln with little access to public transit, so candidates will need to have their own transportation arrangements. For additional information on Athena, please visit www.athenacapital.com. Interested candidates should send resume, cover letter to Resumes@athenacapital.com with the title “Quant Analyst”. No phone calls please.

Essential Functions:

- Field daily questions from Portfolio Management and Research teams, leading to efficient and effective resolutions
- Maintain proprietary portfolio and risk management software and data used by our portfolio managers
- Validate and maintain investment exposure data across asset classes in conjunction with Research Analysts; a key input for our risk management software
- Perform daily, weekly, and monthly data integrity processes critical to the support of various Quantitative models
- Oversee quarterly investment fund slide deck generation
- Apply programming skillset to automate quantitative processes and improve efficiency

Requirements:

- Bachelor’s degree in finance, math, or economics
- Strong programming experience in VBA and Excel
- Fluency in other Microsoft Office products (Word, PowerPoint, etc.)
- Demonstrated interest in finance and investing
- Excellent attention to detail and time-management skills with a problem-solving mindset
- Strong communication skills, both written and verbal
- Disciplined work ethic and ability to work independently and as a part of a team
- Candidates must be eligible to work in the U.S.

Preferred Qualities:

- Coursework in computer science
- Experience in the financial industry
- Experience with MATLAB, R, or Python
- Experience with analysis on large data sets

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Athena Capital Advisors LLC is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or any other status protected under local, state or federal laws. Successful candidates must be able to work in the U.S. for other than practical training. Nothing in this job posting should be construed as an offer or guarantee of employment.