



Tufton Capital Management is seeking two (2) Associates to join our Hunt Valley, Maryland-based investment team. These positions require a demonstrated passion for investing, financial markets and intellectual curiosity. Both roles include a mix of equity research, support of Tufton's portfolio management team and assistance and partial oversight of the company's technology systems.

## **Full Job Description**

### **Overview**

When you join Tufton, you will have the opportunity to work directly with an experienced investment team. This position provides an excellent opportunity to learn about investment research and portfolio management as well as assist in working with high net worth and institutional clients.

### **Financial Responsibilities**

- Performing equity research – oversight of existing stock holdings as well as new idea generation for the portfolio
- Supporting Tufton's portfolio managers (PMs) and helping prepare for client meetings/presentations
- Updating performance and composite reports
- Preparing for Tufton's weekly Investment Committee meetings

### **Technology/Marketing Responsibilities**

- Assisting with quarterly newsletter
- Overseeing the Tufton website and helping prepare marketing material
- Setting up conference rooms and technology for client and internal meetings
- Supporting the firm's overall technology maintenance and execution

### **Qualifications**

- Bachelor's degree from an accredited institution
- Three or more years of related work experience
- Strong team player who can work well in a small, collaborative environment
- Proficiency in Microsoft Office software with knowledge in Excel, Word and PowerPoint

Please contact Chad Meyer ([chad@tuftoncapital.com](mailto:chad@tuftoncapital.com)) with interest in this position.