

CYBERSECURITY ACCOUNT MANAGER

Palm Beach Gardens, FL

About Drawbridge Partners, LLC

Drawbridge Partners is a cybersecurity consulting firm specializing in the needs of hedge fund and private equity managers. With proven results and extensive industry experience, Drawbridge Partners assists managers with building and maintaining a rigorous cybersecurity program to protect their sensitive data. Cybersecurity, advanced data protection, and a highly secure systems infrastructure are an absolute requirement to ensuring future success in the alternative investment space. Drawbridge Partners will engage in logical, technical, and human processes, which will provide state-of-the-art innovations to create a program that exceeds regulatory guidelines and investor demands.

Working at Drawbridge Partners, LLC

At Drawbridge Partners, we are committed to attracting and retaining the best individuals who enjoy working in a fast-paced environment. You will be joining an agile team that will help you at every level of your career to identify and use your strengths to grow. This is an opportunity to work at a company that is open to new ideas as we build a dynamic and diverse environment for our employees. The work will be challenging and rewarding. You will gain hands on experience from a team who strives to see its employees succeed.

We are looking for highly motivated, results oriented individuals who have an entrepreneurial spirit to join our fast growing team. Excellent communication skills are a MUST. If this sounds like you, and you're ready to take the next step in your career at a company that is invested in YOU, please send your resume with a cover letter to careers@drawbridgepartnersllc.com.

General Responsibilities

- Assist with client projects and develop the skills to lead projects as your time at Drawbridge Partners continues.
- Assist with tailoring the project management framework, approaches, and methods to help streamline projects.
- Learn the security processes, solutions, and risk management techniques used to advise clients on cybersecurity best practice and how to build a cybersecurity program.
- Learn privacy laws and regulations to assist with building a privacy program for clients.
- Learn the regulatory framework and compliance guidelines for cybersecurity and data privacy for the SEC, NFA, FCA, MAS, and any other regulatory agency applicable to our clients.
- Advise clients on regulations, enforcement actions, updates in regulations or guidelines, and any other applicable developments in cybersecurity and privacy.
- Ensure projects are completed within a reasonable time frame and monitor the status of projects.
- Initiate periodic check-ins with clients to ensure services and projects are up to par with client expectations.
- Follow up with clients and service providers to ensure documents requests or documents needing review are addressed.
- Create news alerts, risk alerts, brochures, presentations, or any other marketing material.
- Oversee website and social media accounts from time to time.
- Update internal trackers, provide status updates to project managers, and ensure other internal matters relating to projects or clients are kept up-to-date.

Project Responsibilities

- Develop cybersecurity and data privacy policies and incident response procedures for clients.
- Prepare summary and gap analysis reports highlighting the features of our clients' cybersecurity programs.
- Schedule and lead risk assessment meetings to obtain information regarding a client's security and privacy controls.
 - Prepare risk assessment reports and discuss the assessment findings with clients.
- Conduct cybersecurity due diligence on our clients' service providers.
 - Send, track, and store due diligence questionnaires and corresponding documents from service providers.
 - Create deadlines, send reminder emails, and deadline extension notifications to service providers.
 - Review due diligence submissions from service providers and follow up with service providers, where necessary.
 - Prepare risk assessment reports based on the due diligence exercise and discuss the assessment findings with clients.
- Conduct vulnerability scans on client networks and send scan reports to clients.
- Schedule online phishing exams, set phishing exam timeframes, monitor phishing campaigns, and prepare phishing reports.
- Conduct live or schedule online training for clients.
 - Track the status of the trainings scheduled online and prepare training reports.
- Conduct live or virtual incident response tabletop exercises.
 - Prepare tabletop exercise summary reports.

Minimum Qualifications

Undergraduate Degree required

Experience or strong understanding of working in either Information Technology or Cybersecurity

Business orientated and result driven individual with a desire to grow in a developing company

Ability to effectively communicate with clients and maintain strong client relationships

Ability and willingness to take on projects outside of the regular scope of work

Strong team spirit, balanced by a healthy sense of autonomy

Excellent written and verbal communication skills

Excellent time management skills

2-5 years of business-related experience preferred

Job Type: Full-Time

Salary: Based on Experience

Drawbridge Partners, LLC is an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status, or any other legally protected characteristic, in accordance with applicable law.