

VIGILANT Capital Management, LLC

JOB DESCRIPTION

JOB TITLE: Wealth Advisor

LOCATION: Primarily based in Portland, ME, with regular ongoing travel to Portsmouth, NH office

EMPLOYMENT CLASSIFICATION: Full-time, exempt employee

ESSENTIAL JOB FUNCTIONS:

- Work closely with the senior Wealth Advisor to manage client relationships and provide wealth planning solutions
 - Serve high-net worth individuals, families, non-profit organizations and institutions as the primary point of contact and wealth planning focused member of the client service team
 - Engage the client in conversations around their goals and objectives in order to properly identify and evaluate needs
 - Prepare client presentations that effectively communicate suitable planning alternatives, technical strategies, and relevant product solutions
 - Maintain frequent check-ins and meet in-person with clients, at least annually, in order to conduct periodic relationship reviews, keep up-to-date with the client's evolving circumstances, ensure wealth planning objectives have not shifted and solutions are properly aligned
 - Promote client retention by providing an exceptional client experience, identify and create relationship building opportunities and activities in order to stay connected with the client, track and monitor client service standards in order to ensure appropriate level of activity
 - Develop good relations with client advisors, including CPA, Estate Attorney, Insurance Agent, others, in an effort to provide comprehensive solutions for clients as well as demonstrate the Vigilant value proposition
 - Serve as an integral member of the client team, working closely with and communicating effectively to the Client Relationship Associate and Portfolio Manager
 - Over time, with experience, and as suitable opportunities arise, become the primary point of contact for certain client relationships and service accordingly

- Work closely with the senior Wealth Advisor to drive the sales and marketing efforts of the Firm in attracting new client assets
 - Establish and define personal sales goals and targets through the development of an annual business plan, regularly monitor progress throughout the year and report on results
 - Analyze the wealth planning needs of prospective clients, assist in preparation of presentations thereto, communicate the client value proposition, and answer/address any related questions
 - Coordinate and attend events and activities that promote the Firm's mission and brand, interact with targeted audience members on behalf of the Firm
 - Network among professionals within the communities in which we operate, present the Firm's wealth planning process and approach to prospective clients in an effort to maintain and develop the relationship

- Cultivate existing relationships in an effort to generate new assets, where possible
- Act as an ambassador of the Firm within the community, participate in community service activities that are of personal interest and reflect positively on the Firm
- Work closely with the senior Wealth Advisor to manage and develop the Firm's Client Relationship Associates (CRAs)
 - Maintain good working relationships
 - Communicate frequently and meet regularly (at least weekly) to discuss needs and activities, adequately prepare for meetings
 - Delegate responsibility appropriately
 - Write performance reviews and provide feedback
- Participate in the enrichment of the Firm's culture and working environment
 - Develop strong working relationships across all organizational functions of the firm
 - Bring organizational structure and best practices to the management team
 - Positively influence the professional environment of the Firm, the growth profile of the organization, continuing-education expectations, and the career aspirations of its members
 - Proactively bring ideas and opinions to the senior management team, particularly with any issues impacting the high quality client experience the Firm aims to provide
- Play an active role in various firm committees – prepare and contribute thoughts for agendas, raise concerns, suggest solutions, look for and implement efficiency and process improvement
- Other miscellaneous tasks and responsibilities, where the above list is not intended to be all-inclusive

KNOWLEDGE, SKILLS AND ABILITIES

- General understanding of the tax sensitivity of managing individual client, trust, and foundation accounts, trust and estate planning, and other related wealth planning concepts is paramount
- Demonstrated interest in and knowledge of finance and economics
- Strategic thinker, logical problem solver and decision maker
- Resourceful, analyzing and solving problems in a self-reliant, proactive manner
- Ability to effectively manage time, establish priorities, meet deadlines and multi-task in a fast-paced environment
- Ability to work both in a team oriented environment and independently
- Demonstrated strong oral and written skills, a proven ability to effectively communicate with clients, their advisors, and fellow colleagues – both in-person and through various mediums
- Adeptly handle confidential information and sensitive situations, position continually requires demonstrated poise, tact and diplomacy
- Excellent interpersonal skills and professionalism
- Well developed presentation skills, meticulous attention to detail
- Intermediate to advanced skills across the Microsoft Office suite – Excel, PowerPoint, Word, Outlook
- Knowledge of Tamarac (CRM and portfolio accounting software), Factset, Bloomberg, Schwab Institutional website a plus.
- Knowledge of, and strict adherence to, the Firm's compliance policies and procedures

- Ability to work beyond standard office hours
- Ability travel for client/prospect meetings and other job related activities, as well as between offices – currently located in Maine and New Hampshire

EDUCATION AND EXPERIENCE

- 2-5 years experience in the financial services industry in a client-facing role, with record of fiduciary responsibility and demonstrated success implementing financial plans
- Preferred experience in wealth management, working with HNW and UHNW clients
- B.A./B.S. required, preferably in finance, economics or related field
- CFP preferred, designee or currently pursuing
- Series 65 is a requirement of the position and will be financially supported, as needed, by the firm