

**JOB DESCRIPTION**

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<b>Title:</b>	<b>Wealth Management Consultant</b>
<b>Practice Area:</b>	<b>Wealth Management Practice</b>
<b>Reports to:</b>	<b>WM Practice Leader</b>
<b>Date Written:</b>	<b>February 23, 2009</b>

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**GENERAL SUMMARY**

The wealth management consultant is responsible for providing individual financial consulting and advisory services necessary to build and maintain a solid base of new and existing clients. Consults on appropriate short-term and long-term financial plans, advises on appropriate investment strategies, reviews and advises on insurance needs, develops and delivers investment reports, benchmarks performance, and coordinates overall client satisfaction services.

**ESSENTIAL RESPONSIBILITIES & DUTIES**

- ◆ Provides financial planning and investment management services while operating in compliance with all regulatory requirements and internal procedures.
- ◆ Works closely with internal investment analysts to prepare prospect and client reports to include benchmarking reports, performance monitoring reports and portfolio designs consistent with stated investment objectives.
- ◆ Delivers quarterly, semi-annual and/or annual investment reports to clients.
- ◆ Provides innovative solutions to prospects and clients.
- ◆ Performs a variety of relationship management activities to maintain close contact with clients and deepen the relationships.
- ◆ Implements a variety of new business development/client acquisition activities, utilizing appropriate marketing, warm calling, networking, centers of influence and speaking/writing opportunities.
- ◆ Continues to look for ways to create new value by implementing best practices and improving work flows.
- ◆ Introduces the other practice areas to potentially cross-sell services to the existing client base.

## **DESIRED QUALIFICATIONS**

- ◆ **Experience**
  - A minimum of three to five years of wealth management consulting experience working with individuals with greater than \$250,000 in investment assets.
  - Financial planning/wealth management acumen, judgment and experience.
  - Experience working successfully in a team-based client service delivery model.
  - Demonstrated client acquisition/sales skills.
  - Ability to up-sell and cross-sell additional services to existing clients.
  - Client retention and relationship experience required. A client-first attitude.
  - Existing, portable book of business desired.
  
- ◆ **Skills and Knowledge**
  - Exceptional written and verbal communication skills; ability to explain difficult investment concepts simply and clearly.
  - Appropriate licensing and a clean compliance record a must (Series 6 + 66 or Series 65.)
  - Comprehensive industry and client solution knowledge to include portfolio design principles, fiduciary theory and investment best practices.
  - Must be a self-starter and a highly motivated individual.
  
- ◆ **Education**
  - Undergraduate degree required.
  - On-going professional development.
  - CFP, CFA or progress toward either designation preferred.