

Relationship Manager

Primary Function:

In conjunction with the Consultant, the Relationship Manager ("RM") is responsible for providing wealth management services to clients, overseeing all aspects of client relationship from initial proposal through daily servicing, and assuring that all interactions and transactions meet firm standards for responsiveness, timeliness and accuracy. The RM maintains complete and current knowledge of: 1) clients' accounts; 2) history with firm; 3) investment goals and policy statement; 4) family structure; and 5) financial, retirement and estate plans. The RM coordinates with the Financial Planning team, prepares and reviews performance reports, and briefs Consultants for client meetings (on occasion the RM attends meetings with a Consultant). The RM may propose re-allocation or strategic shifts when applicable. They also serve as liaison to client's CPA, Attorney, or other Advisors.

Responsibilities:

- Know the client's overall situation
- Execute any transactions or requests
- Assist Consultant with investment policy statement and asset allocation
- Suggest source of money for distributions
- Assist clients with gifting strategies and implementation
- Assist clients with RMDs
- Develop new client proposals
- Prepare performance and risk measurement reports for meetings
- Monitor manager performance
- Monitor and track client's assets related to wealth planning
- Communicate with clients regularly for updates
- Maintain records
- Assure that cash is invested timely
- Monitor annuities for maturity/exchange
- Prepare personalized monthly reports as applicable
- Handle any monthly contributions and distributions
- Assist clients with realized gain/loss figures and year-end tax reporting information
- Collect and organize data from client's file, CPA, attorneys and other professional advisors
- Serve as liaison to client's CPA and attorney
- Interact directly with Consultants, Financial Planners and other team members to ensure the quality and timeliness of projects
- Update information in client management system (ACT)
- Participate in staff meetings and group retreats
- Serves as the subject matter expert for certain products within the firm as needed
- Manage available time to recognize and set priorities
- Take ownership of the client relationship

Suggested Requirements:

- Bachelor's degree
- Series 7 and Series 66 (or Series 63+65)
- Solid analytical and quantitative skills
- Ability to work independently and as part of a team
- Strong communication skills
- Proficient in Microsoft Word and Excel
- Ability to work under pressure of tight deadlines and to prioritize multiple tasks
- Excellent time-management skills