AVP - Associate Client Advisor

RMD | R.M.DAVIS PRIVATE WEALTH MANAGEMENT

Northern New England Wealth Management firm is currently seeking an Associate Client Advisor to work with high-net-worth individuals and their family members.

COMPANY OVERVIEW:

R.M. Davis is a leading provider of wealth management and investment advisory services to clients in more than forty states and five countries. The firm has approximately $6 billion in assets under management, and sixty employees across two New England offices (Portland, ME and Portsmouth, NH). We are dedicated to delivering exceptional service for our clients as well as constantly challenging our technology and operating framework to ensure the effectiveness of our value chain. We are committed to maintaining the highest level of information security for our company and clients.

Accountabilities:

The Associate Client Advisor will work with one or more experienced senior Client Advisor(s), providing support for investment advisory, portfolio management, relationship management, communication, financial planning, as well as work coordination and support for clients. The Associate Client Advisor will also support new business cultivation for the firm. The Associate Client Advisor will collaborate closely with the company's Wealth Management Department, Client Relationship Associates, Operations, and Investment Research Departments, as well as other corporate team members.

- Perform or support all functions related to the investment of certain client accounts, including review of investment objectives, asset allocation, preparation of materials for client or prospective client meetings, and active participation in research and strategy meetings, as well as client meetings. Responsibilities in each of these areas will shift from a supporting role to a leading role over an agreed upon period of time.

- Serve as an ambassador in the community and cultivate and develop new client relationships, as well as meet established corporate business objectives. Attend and participate in new business development/marketing meetings. This position will have new business development goals that will incrementally increase over a period of time (3-4 years) to a maximum of 50% of a full-time senior Client Advisor's new business development goals.

- Establish and/or grow relationships with the next generation of client families. In addition, develop existing smaller client relationships (less than $1,000,000) with financial planning initiatives and efforts to consolidate outside assets.

- Schedule, prepare for, and attend client review meetings. This includes capturing meeting notes, action items in the firm's CRM system, and following up directly with both internal resources and the client as needed on specific action items.

  Regular review of client portfolios and make recommendations for position changes or enhancements within existing parameters. Test existing and potential changes to asset allocation.

- Assist with analysis, rebalancing, trading, and administration of client investment portfolios.

- Build/grow network of third-party referral sources within local community. Develop relationships with newer associates of existing firms with which R.M. Davis has a strong connection and seek to cultivate relationships with new organizations as well.

- Build a strong communications bridge and relationship with Client Relationship Associates and Wealth Management Department and Operations personnel. Work together to provide support and tracking for processing client service needs. Establish parameters for referral to and follow-up on certain client matters.

- Assist with creation and implementation of workflows and procedures to improve efficiency and enhance the client experience.

The Associate Advisor will have the following minimum qualifications:

- Three+ years applicable work experience.

- A bachelor’s degree is required.

- CFP designation or completion of CFP program within 2 years of hire.

- Technological proficiency using the MS Office suite of products.

- Excellent verbal and written communication skills.

- Effective presentation skills, including comfort and composure in client meeting settings.

- Strong analytical skills, ability to work through sophisticated financial planning opportunities and related problem-solving.

- Ability to operate autonomously, high degree of individual initiative and resourcefulness, and ability to navigate both human and technology resources as needed for effective outcomes.

- Professional demeanor as well as strong interpersonal and relationship building skills. Collaborates well with others, both internal and external to the organization.

- Interest and participation in the local community, including non-profit organization and board involvement.

- Genuine interest in and energy for business development activity.

- Willingness to travel to support service of client relationships and business development.

BENEFITS:

- Competitive compensation and annual bonus opportunity
- 401k plan with employer contributions
- 100% company-paid employee health insurance
- Generous paid time off, including parental leave
- Education reimbursement
- Company paid, covered parking
- Short and long-term disability insurance
- Hybrid work opportunities
- Professional downtown office setting
- Collaborative work culture

R.M. Davis is an equal opportunity employer that values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

If you are a highly motivated individual with a passion for working directly with high net worth individuals, we encourage you to apply for the Associate Client Advisor position at our firm.

Please submit a cover letter, resume and additional relevant information to Denise Vigneault, Managing Director – Human Resources, at dvigneault@rmdavis.com.

This position will report to a senior Client Advisor

FLSA Status: Exempt **July 2023**