Position Description

Job Title: Sr. Wealth Advisor
Reports to: Sr. Managing Director, Western Region

Classification: Exempt
Supervises: Client Support Personnel

Budget Accountability: N/A
Location: Seattle, WA

Approved by: Talent Director
Date: January 2013

Company Profile
Threshold Group was created in 1999 when George F. Russell, Jr., and his late wife, Jane T. Russell, sold Frank Russell Company (now Russell Investments). Today, Threshold provides investment strategy and integrated family office advisory services to select client families. In 2006, Threshold was named Multi-Family Office of the Year by Private Asset Management. Threshold has been named a top workplace by Seattle Business magazine six years in a row, and was ranked #2 among small companies in Washington State in 2010. Threshold is headquartered in Gig Harbor, WA, with offices located in Seattle, WA, Portland, OR and Philadelphia, PA.

Position Summary
The Sr. Wealth Advisor is the principal contact with the client. This individual will have a broad and deep understanding of sophisticated wealth management practices and investment strategies. The ideal candidate will have extensive impact/mission related investing expertise.

The Sr. Wealth Advisor is responsible for maintaining the ongoing relationships and leading in the development of new client relationships. Duties include managing the delivery of the wealth management services to the client. This will involve maintaining regular communication with the client, and working in consultation with the client’s other advisors.

In addition, this position will oversee a group of client support personnel, including analysts and administrators in delivering investment management, tax, financial planning, and other pertinent financial services.

Essential Functions

Client Service
- Extensive communication with clients and their advisors
- Ability to discuss investment performance, economic and market trends
- Presentations to clients on financial and tax planning options and opportunities
- Direct consultation with attorneys, accountants and other advisors on financial, tax and estate planning
- Client meeting planning, facilitation and presentation.
- Develop and/or deliver private wealth education sessions to clients and staff.

Financial Planning
- Develop a knowledge of the client’s entire financial and family situation and be able to structure a goals based investment and financial plan.
- Ability to discuss estate planning and work with internal and external resources to meet estate planning goals of the client.
• Understand and coordinate income tax planning and work closely with client tax advisors.
• Evaluate and discuss options to meet client philanthropic goals.
• Seek to establish a level of trust and confidence with the client so that any financial issue can be addressed and solutions offered.

Investment Management
• Ability to establish client investment objectives including risk tolerance, asset allocation, and cash requirements
• Develop an investment policy statement (IPS) with each client based on their goals, objectives and risk tolerance. Annually reviews IPS with client.
• Implementation of investment plans
• Translate investment policy to individual investment objectives
• Monitor manager performance versus benchmarks and develops insights for clients regarding key contributors and detractors
• Monitor asset allocation on a quarterly basis relative to policy and goals; evaluates need to rebalance
• Reviews portfolio issues (i.e., taxes, liquidity events, capital calls, etc.) quarterly
• Present alternative investment ideas to clients
• Manage investment transition for new clients
• Collaborates with and is accountable to the Investment Management & Research Team regarding investment strategy and client portfolio structure including, but not limited to, bringing impact/mission related investing ideas to the Manager Research team and helping to engage in due diligence on those ideas.
• Provide recommendations to individuals and family foundations enabling them to fulfill their goals related to mission/impact investing
• Evaluate large holdings for performance relative to the overall portfolio and plan strategies for diversification

New Business Development and Marketing
• Develops leads and referrals from current clients and outside contacts
• Seek to increase current accounts through additions to AUM
• Offer value-added fee-based services
• Participate in sales meetings with prospective clients
• Represent Threshold’s investment philosophy/views to colleagues, clients and prospects in person, or by written commentaries/white papers

Supervision of Staff
• Manage group of client support personnel, which typically includes recommendations for hiring, terminations, performance evaluation, training, work allocation and problem resolution.

Minimum Qualifications
• Master’s degree or equivalent in a related field (Investments, Finance, Law, Accounting/Tax, Economics, Business Administration) and/or 15 years of related experience; or an equivalent combination of education and experience
• At least one CFP, CPA, CFA or CIMA certification; extensive knowledge of certifications not earned
Sr. Wealth Advisor position description

Extensive leadership, communication and coaching classes (Coaching for Results, Meeting Facilitation, Leadership 360, etc.)

Knowledge Required
Sr. Wealth Advisors are team players and methodical business builders with experience and expertise as trusted wealth advisors serving the sophisticated needs of ultra high net worth individuals and families. He/she must have exceptional understanding of the full range of investment expertise in wealth management and related products, services and processes. He/she must be able to operate in an autonomous and entrepreneurial environment. Additional qualities include:

- Ability to foster teamwork and motivate colleagues
- Capacity to work with demanding clients and diverse groups of people
- Client-centered focus
- Excellent strategic thinking ability
- Excellent consultative skills
- Strong written and verbal communication skills
- Results driven
- Self-confidence, personal integrity, credibility
- Skilled at analyzing and solving problems
- Team player
- Entrepreneurial spirit
- Enthusiastic, positive energy

Other Talents/Personal Attributes

- Demonstrates and promotes non-negotiable integrity and dignity of the individual in an environment of mutual trust and respect
- Exhibits a commitment to lifelong learning, encourages others to do so and continues to grow technically and interpersonally in order to perform job at the highest levels of competency
- Demonstrates a servant-leadership mindset toward all, evidenced by client satisfaction scores, 360 feedback or similar
- Encourages a direct and positive relationship between community and company
- Maintains the utmost discretion in working with sensitive and confidential information

Working Conditions

- Private office environment
- Flexibility to accommodate work outside normal business hours

Equipment & Materials

- Desktop computer with a Windows-based environment. Software includes Microsoft Office Suite (Word, Excel, PowerPoint); Outlook, Adobe Standard, Internet Explorer, CRM

Send a cover letter, resume and salary history to:
Chris Cutrona, Talent Director
ccutrona@thresholdgroup.com