Investment Strategy Role Template

Names: Investment Specialist, Portfolio Manager, Director of Investments, Director of Wealth Management

Using Director of Investments:

The Director of Investments (DOI) will work closely with the firm owner on all things investment strategy for the firm. This includes managing client portfolios, speaking with clients as the subject matter expert and potentially managing the investment operations team.

The DOI should have confidence in utilizing investment software, analyze new prospective client statements to compose take-over analyses and working with team members to execute trades. In addition the DOI should understand the latest market and economic trends and have the confidence to speak through plans and recommendations with clients.

**Investment Analysis**

* Lead individual portfolio construction and analysis for the practice
* Condense information into an easy-to-understand format for presentation purposes
* Utilize various software programs and research to create take over analysis proposals
* Lead the practice’s investment committee

**Portfolio Maintenance, Rebalancing and Risk Management**

* Ensure proper allocations within portfolios
* Ensure proper rebalancing, tilts and tax loss harvesting strategies are executed
* Drive risk-adjusted returns for the clients
* Work with investment operations and client service team to ensure a first class experience

**Client Facing:**

* Be tagged into client meetings as the investment expert to discuss market/economic trends and their influence on the client’s portfolio
* Potentially handle investment quarterly reviews for a segment of clientele
* Be on call to answer client questions related to their portfolio.

**Other tasks may include:**

* Fund manager research
* Writing commentary
* Ad hoc research projects

**Qualifications:**

* X years of wealth management experience
* Series 7 and 66
* Pursuing CFA designation