Lead Advisor
Strategic Retirement Plans

Consistently Demonstrates Firm Values

- Serve
- Grow
- Live

Overview

- Seasoned professional with a demonstrated ability to build expertise and to seek new challenges in growth and best practices.
- Primary focus is managing and developing existing client relationships.
- Serve as primary advisor relationship manager for select retirement plan clients.
- Develop ability to drive new business and progress to a Senior Advisor.
- Provide mentorship to their Associate Advisor to help them develop into Lead Advisors.

LEAD ADVISOR
STRATEGIC RETIREMENT PLANS

Job Responsibilities & Duties

- Primary focus is managing and enhancing client relationships.
- Develop and manage client service relationships and schedules for each client.

    Sponsor

    - Serve as primary advisor relationship manager for select retirement plan clients.
    - Formulating, implementing and coordinating advice/service (either on their own or with a Senior Advisor).
    - Retain and deepen existing client relationships.
    - Serve as the main point of contact for plan sponsors and other external partners.
    - Identify and promote plan design opportunities and other value-added recommendations.
    - Maintain relationships with recordkeepers and other service providers.
    - Responsible for preparing and presenting plan review materials as needed.

    Participants.

    - Provide participant education/enrollment services for both group and individual settings.
    - Serve as an "escalation" resource for more complicated or challenging situations.
- Develop ability to drive new business, referrals, and progress to a Senior Advisor.
    - Attending prospective client meetings and developing centers of influence.
    - Serve as referral source to Wealth Management (governed by fiduciary prudence).
    - Oversee the client onboarding process or existing client transition process.
- Provide mentorship to their Associate Advisor to help them develop into Lead Advisors.
    - Assist with plan administration services
    - Assist and act as a resource with participant inquiries
    - Act as check/resource for meeting materials.
    - Assist with scheduling education & plan review meetings per pre-established service standards.
    - Assist with building expertise utilizing retirement plan providers' systems.

    General responsibilities and duties

    - Partner with other team members, including other 'centers of excellence' in a manner that is respectful and strives for optimal efficiency, productivity and client satisfaction.
    - Execute internally and externally in a manner that is consistent with the goals of the organization.
    - Assist and have solid knowledge of EOS process.
    - Assist with special projects, as needed.
    - Participate in firm committees, as needed.

Technical Skills

    - Operational – Proficient use of:
    - CRM (Salesforce) and (RPAG/Envestnet or related retirement CRM).
    - Project Management (Asana).
    - Knowledge of industry recordkeeping and administration service providers.
- Retirement Plans – Detailed knowledge of key plan considerations:
    - Compliance, legislative changes and regulations
- Investments – expertise in: (MF, SA, CIT, ETFs),
    - Working knowledge of participant education needs
    - Markets and implications for participants and sponsors
- Industry – detailed knowledge of:
    - Key trends impacting plans, technological innovations and competition
    - Demonstrated ability to listen, to ask good questions, to resolve conflicts, and to identify opportunities. While problem solving.
    - Strong networking skills and ability to articulate Strategics' value proposition and to demonstrate expertise externally.

Strategic Experience

- 3 + Years in current role. May vary depending on success in advisor career path.

Professional Experience

- 5 + Years depending on industry experience
- Experience in a related field or role servicing retirement plan clients.

Professional Credentials / Education

- Mandatory Requirement: Bachelor's Degree
- Additional Requirement (industry credentials such as)
    - C(k)P, CPFA, CRPS, ARPC, CFA, CFP, AIF, CFP, CFA or similar

Other Qualifications

- Continuously exhibits personal integrity and professional initiative.
- Reliable, follows through on commitments, embraces new challenges.
- Possesses a passion to help new and existing clients.
- Must be detail-oriented and able to multi-task.
- Demonstrated commitment to accuracy and delivering high quality work.
- Excellent written and verbal communication skills.
- Collaborative and able to work effectively with others.
- Flexible team player who is highly adaptive to change and open to new ideas.
- Ability to work successfully in an entrepreneurial, small company environment.

Internal Webinars & Training Requirements

- Cyber Security Training, Sexual Harassment Training, Salesforce Training, Performance Feedback Workshop, Unconscious Bias Workshop and Leadership Training Programs as appropriate.
- Completes all internal training regarding role and proven process execution.
- Formal Sales Training, Advisor Coaching, Leadership training.
- Continuing education for professional designations.