TRINITY | Family Wealth Advisors

Opportunity Profile

PORTFOLIO MANAGER

TRINITY FAMILY WEALTH ADVISORS

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Trinity Family Wealth Advisors (Trinity) is searching for a seasoned Portfolio Manager (PM) who wants to be part of a team that helps clients find clarity, contentment and freedom in their financial decisions and generosity.

The PM is responsible to provide excellent service to Trinity's clients that receive investment products and services from Trinity's strategic partner, Capstone Asset Management Inc. (CAM) and will manage the duties of other Trinity team members in the context of providing investment liaison and support services.

The PM will be registered under securities legislation by CAM in the necessary categories and jurisdictions and will be required to comply with all CAM policies, procedures and ethical standards. The PM's activities with Trinity will be an Outside Activity as defined by National Instrument 31-103 and will be subject to CAM's supervision.

If you are a motivated and relational Portfolio Manager who wants to use your skills to positively impact the lives of others, we would love to connect with you.

OUR STORY

Our Clients Trust Us with Their Unique Financial Needs and Aspirations

We believe that individuals and families are more than the sum of their financial assets. We each have our own goals, values and emotions – all of which should be considered when taking the next step to obtaining clarity, contentment and freedom in both our personal and professional lives.

As our clients' financial successes increase, so do the complexities of establishing a plan that protects them and their families for years to come. Therefore, every member of our multi-disciplinary team brings their own expertise to the table, allowing our clients to take advantage of a holistic and comprehensive approach to their families' wealth and wellbeing.

As high-net-worth families, our clients' situations are not cookie-cutter, and neither should their financial solutions be. Our diverse team of professionals helps our clients take the first step toward achieving their goals, reducing risks and harnessing new and exciting opportunities.

TRINITY FAMILY WEALTH ADVISORS & CAPSTONE ASSET MANAGEMENT

Some Trinity Family Wealth Advisors staff are registered by Capstone Asset Management Inc. (CAM). CAM provides investment products and service from which Trinity staff can construct investment solutions. Trinity provides holistic planning services including financial & estate planning, family business succession, legacy & philanthropic planning and wisdom for life.

OUR VALUES

Integrity - Our actions are consistent with our words; we are who we say we are. We are transparent. Our integrity cannot be bought.

Relationships of Trust - Our word is our bond; it has more value than a contract. Trust is the foundation of our relationships. We earn it and keep it paramount.

Unshakable Values - Our values are our guiding compass. We make decisions consistent with our values.

Wealth Beyond Money - Money is only one component of true wealth. We define wealth as intellectual, social, spiritual, emotional and financial. True wealth is a multiplication of all five.

Continuous Improvement - Our specialty is a quickly evolving field. We are a thought leader on the cutting edge. We are passionate about continuously advancing our expertise.

KEY RESPONSIBILITIES

Client Relationship Management

- Ensure investment management (IM) clients' needs are served exceptionally well by the investment support staff or other members of the Trinity team as required.
- Ensure new clients are onboarded with excellence.
- Ensure client accounts are reviewed in accordance with securities regulations and/or their preferred cycle and the appropriate Relationship Manager/Portfolio Manager is prepared for and at the meeting.
- Ensure that clients are adequately educated and that appropriate disclosures are delivered with respect to the distinct roles and services provided by CAM and Trinity.
- Utilize excellent people and problem-solving skills to help build and maintain strong, trusting client relationships.
- Understand IM client objectives and values and utilize the Trinity team to provide strong planning and financial advice.
- During the review process, confirm that the target and actual allocations are appropriate, and if not, discuss recommended changes with the client and implement.

- Create notes from client meetings and conversations to maintain the history of conversations, services and counsel to the client.
- If a financial plan exists for a client, annually compare the client's actual position to their plan and discuss insights and/or recommendations, if any.
- If the client has PAR insurance through Trinity, ensure an insurance licenced advisor joins the investment review following the insurance policy anniversary to review the PAR performance.
- Identify when the client needs additional services from Trinity (e.g. financial plan, insurance, estate plan, philanthropic plan) and bring other team members in to discuss/provide these services.
- Liaise and work with clients' outside advisors to ensure they are provided with any material they are looking for (tax reporting, corp. investment statements, etc.).

Leading the Investment Support Staff

- Help investment support staff to thrive, see their work as fulfilling God's purposes, and be a positive contributor to Trinity's culture and production.
- Manage investment support workflow to ensure service standards are met and team members can work within their capacity.
- Develop and oversee the training of investment support staff (training may be done by the PM and/or other team members).

- Ensure investment support staff operate in a manner compliant with all applicable securities regulations and CAM's internal policies.

- Ensure investment support processes and procedures are documented and up-to-date.

Investment Specialist

- Remain current with CAM products and offerings in terms of monthly performance, commentaries, CAM quarterly video updates, repositioning within pools and expected performance. Proactively schedule discussions with Portfolio Managers and/or Principal as needed.

- Use due diligence to optimize client portfolios and refine portfolio/asset allocations as necessary.

- Learn and stay current with Kingdom Advisors training and best practices.

- Remain up to date on the economic trends, capital market trends, applicable strategies, financial services/investment industry trends and best practices.

Capstone Asset Management (CAM) Liaison

- Maintain positive relationships with the CAM team; communicate updates with each other to identify ways to improve the intercompany processes, procedures and compliance.

- Arrange for sales proposals to be completed by investment support staff or CAM after drafted by Principal/PM.

- Work with Capstone and NBIN to resolve client service challenges.

Other (as capacity permits)

- Provide perspective on Trinity's targets and strategic focus.

- As a key member of a small team, be willing to adjust your role and responsibilities in the short term to assist overall team success.

QUALIFICATIONS

- Portfolio Manager registration in good standing or possesses the proficiency and experience requirements necessary to be registered.
- Minimum of 5 years' experience in a similar client facing role.
- Knowledge of investment review processes, typical portfolio allocations for various risk tolerances and client objectives and Kingdom Advisors client counsel priorities.
- Strong knowledge of investment account types, tax implications for various accounts, SWP/PAC processes, tax optimization strategies for investment portfolios, Harmony and sales software and procedures.
- Commitment to obtain a Certified Kingdom Advisor (CKA) designation (and preferably CFP designations).
- Commitment to gain experience as a Kingdom Advisor and able to apply Kingdom Advisor principles and priorities with clients.
- Varied knowledge/experience in the Exempt Market Dealer investment structure, processes, procedures, compliance, needed entities and their roles.
- Basic understanding of financial planning.
- Basic knowledge of CRA/regulators' policies and procedures as it relates to investments and financial affairs.
- Demonstrates the following core competencies: client service, servant leadership, team management skills, strong organizational skills, team player attitude, excellent communication skills, interpersonal intelligence, composure, missional focus, ownership focus, fun and lifelong learning commitment.

OUR SEARCH TEAM

jeff@nelsonandkraft.com
647.409.2922

JEFF PITCHFORD
LEADING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

matt@nelsonandkraft.com
613.355.1412

MATT ROBBERSTAD
SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.

alexa@nelsonandkraft.com
604.226.8846

ALEXA KROEKER
SUPPORTING THE SEARCH

Alexa brings experience in executive and board assistance, and will take care of all your marketing and advertising needs. Beginning with the kickoff meeting, Alexa will listen for the nuances of your ideal leader to incorporate in our promotional material designed to attract the best candidates. After adding visual interest to your job description, Alexa will advertise your search broadly, targeting the best and most efficient markets for your particular search.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline and details for this search:

Location: Peterborough, ON

Application Deadline: open until a suitable candidate is found

Start Date: TBD

HOW TO APPLY

Apply online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.