

Investment Specialist Job Description

Toler Financial Group, a small independent wealth management and financial planning firm, is seeking an experienced investment professional to assist us in our mission of helping clients achieve their financial goals. We serve our community as independent fiduciaries with client-centered financial planning and investment services.

Our investment approach includes a strong commitment to sustainable investing and helping our clients express their values through their financial choices. We are a diverse and close-knit team culture, working together for the smooth functioning of our organization and for the financial success of our clients.

Toler Financial Group was formed to provide financial services to communities that are typically outsiders in the financial industry, including women, progressives, people of color and LGBTQ+. If this perspective speaks to you, this is your opportunity to use and grow your talents within a key role in our fast-growing organization.

Overview

The primary function of the Investment Specialist is to lead the execution of the investment process for a team of Advisors. Because TFG is a small firm, this position will be a “Swiss Army Knife” of portfolio management responsibilities, and will work closely with Advisors and Operations on the respective daily client service requirements. The role is intended for an individual with an interest in portfolio management, construction and implementation for private clients.

Our firm works with an outsourced Chief Investment Officer and uses primarily model portfolios with an emphasis on sustainable investing. We custody at Schwab, plan with eMoney, use Wealthbox for CRM, and are integrating Black Diamond into our trading process.

Our team operates in a hybrid work environment, with offices located in downtown Silver Spring, Maryland. We are open to this position being fully remote for the right candidate.

Responsibilities & Activities

- Team lead for investment execution for the firm
- Management of portfolio changes in coordination with Outsourced Chief Investment Officer
- Help advisors prepare for portfolio setup and review meetings by generating proposals and performance statements

- Analysis of portfolio elements and participation in model reporting and changes
- Cash management in accounts including deposits, disbursements, and auto-investing
- Trading to models for new accounts and deposits, disbursements, and rebalancing
- Support of investment paperwork operations and database/CRM management
- Custom account trading and tax loss harvesting (with firm lead)
- Client problem solving
- Develop and maintain written systems for the team
- Maintain all licensing and continuing education requirements
- Investment Committee meetings with Advisors

Knowledge, Skills, & Attributes

Required

- 3+ years of experience in wealth management, and 1+ in trading and portfolio responsibility.
- FINRA Series 65/66
- Clean regulatory record

Core

- CFP® or CFA® (or in progress)
- Positive attitude, growth mindset, able to take feedback
- Model trading experience on a platform like Black Diamond, Orion or Tamarac
- Strong analytical skills, detail-orientation
- Great organizational and time management skills
- Ability to handle multiple tasks and demands with humor and confidence
- Familiarity/comfort with racial and LGBTQ diversity
- Experience with custodial platforms, CRMs, and wealth management software
- MS Office proficiency

Ideal

- Experience and interest in sustainable investing

- BA/BS in finance field
- Black Diamond, Schwab, Wealthbox experience (these are our current core platforms)
- Investment-related designations, such as CPM, CIMA, AIF, CSRIC.

Salary and Benefits

In exchange for your time, energy, commitment and expertise, we offer a competitive salary and benefits package. Benefits:

- Quarterly bonuses for firm and personal targets
- Paid Time off and holidays
- 401k with matching contributions.
- Health, vision, dental, life and disability insurance
- Technology reimbursement
- Education/conference benefits

TFG is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Cover letter appreciated with resume – FranT@TolerFG.com

\$75-95,000 base salary