**Associate Wealth Advisor**

**JOB OVERVIEW**

The Associate Wealth Advisor role is an integral part of our team, serving as the connection between our clients and the entire team at Antioch Wealth Management. This emerging communicator, influencer and enthusiastic person will support the vision, positive culture, and team environment across our firm.

The Associate Wealth Advisor is focused 100% on serving and managing our clients collaboratively and exceptionally. They are responsible for supporting our Senior and Lead Wealth Advisors who serve our Tier 1 and 2 clients.

The Associate Wealth Advisor is building experience with clients and serves as second chair in all levels of client relationships. They are responsible for client review and client case preparation from start to finish. They will also manage designated client relationships under the supervision and guidance of the Senior Advisor.

Starting Salary Range: $60,000 - $80,000 with future variable compensation potential.

**FIRM OVERVIEW**

Antioch Wealth Management (AWM) is a Lubbock, Texas based investment wealth management firm started in 2006 by Brock Barnes, and currently owned by Brock Barnes and Byron Tapp. AWM practices within a team based advisory model. We serve ~200 clients being predominantly “Family Steward” personalities and totaling ~$125M in mainly advisory assets. Faith, Family and Team are strong values among the AWM owners and employees, and highly influence office culture and client relationships.

Antioch was a 1st century metropolis in the Roman Empire ranking third in influence only behind Rome and Alexandria. It was a strategic crossroads connecting Europe, Asia and the Middle East. Antioch served as the beginning, home base and eventual return destination for journeys of military advancement, critical commerce in the ancient world and even the Christian message of faith and belief. Our desire is that Antioch Wealth Management serves an influential role with our clients’ families on their financial journeys.

**CORE RESPONSIBILITIES**

**Strategic Support of Clients**

* Ensures professionalism, promptness, and follow-up on client and advisor requests
* Courteous attention to phone calls, in-person visits, and meetings
* Serves as second chair to best support financial, investments, and risk outcomes of clients
* Follows compliance requirements for an effective and robust investment advisory compliance program
* Solves client or operational problems by analyzing information and evaluating options, while being accountable to results
* Identifies concerns, problems or opportunities within client accounts or households and notifies, updates, or corrects the client information with little support from lead advisor
* Serves as AWM Team Specialist for 529 Plans, Client annuities, Account Platforms

**Client Meeting and Case Preparation**

* Engage directly with clients to identify immediate concerns for upcoming meetings and reviews
* Updates CRM and financial planning software, in line with client updates and Lead/Senior advisor input
* Leads completion of pre-meeting preparation by creating agendas, organizing past notes/actions, running reports, and organizing into a convenient package for client / meeting use
* Leads completion of post-meeting notes, client follow-up, actions and implementation
* Identify and communicate items of concern, based on review of information

**Leads Client Relationships**

* Engages directly and is responsible for client retention and relationship with assigned clients.
* Leads presentation and implementation of a suitable financial plan and/or investment strategy for designated clients
* Advises clients by understanding the needs, objectives, goals, concerns, and applying those to planning tools
* Provides periodic oversight, in line with firm procedures, to ensure the needs of the client are being met

**Investment Team Support and Engagement**

* Focused support of AWM Investment Committee/Senior Advisor with investment research, holdings and portfolio monthly performance updates, annual portfolio rebalancing, trading workflows for portfolio allocation adjustments, communication with AWM wholesalers

**Serves as an emerging leader in the firm:**

* Solves problems by analyzing information and evaluating results to recommend the best solution
* Supports management, client, and/or other groups outside the organization on technical financial planning and investment planning needs, systems, or process-related topics
* Follows compliance requirements to maintain an effective and robust investment advisory compliance program
* Provides procedural oversight, departmental management, and advisory duties to reporting advisors

**POSITION SPECIFICATIONS**

**Education and Licensing:**

* Bachelor’s degree or higher
* Pursuit or ability to sit for CFP® exam
* Ability to attain Series 7, 66 and Insurance License in first year
* 0-3 years of experience in a direct client advisory capacity in financial services
* 3+ years of experience in relevant advisory or wealth management experience (preferred)

**Expert Level Skills**

* Engage with and genuinely connect with clients of various personalities, backgrounds and values
* Honesty and Integrity
* Client Confidentiality
* Attention to detail
* Desire to support and grow as a long-term team member with a great advisory & wealth management firm in West Texas.

**Proficiency Level Skills**

* Communication skills (verbal, written, empathy and listening)
* Microsoft Office Suite/Google Workspace Tools and common financial planning and investment management applications
* Redtail CRM
* Knowledge of Broker Dealer and Investment Advisory Regulations
* Sales and Leadership
* Securities, Financial Planning, Investments, and Insurance
* Data/Information Analysis and Sourcing
* Financial planning analysis and modeling

**Emerging Level Skills**

* Stress Management
* Time management and strong organizational skills, and ability to prioritize multiple tasks and anticipate potential problems