Senior Trust Officer, Trust and Investment Services

JOB TITLE: **Senior Trust Officer - Trust and Investment Services**

REPORT TO: **SVP, Trust and Investment Services**

DEPARTMENT: **Trust Department**

Position Summary: Organizes and coordinates the operations of Trust Department in conformance with established policies and procedures. Responsible for the management, supervision and direction of all trust activities, including account administration, development of new trust and investment business and coordination of investment policies, to promote growth and profitability. Responsible for the establishment and communication of economic outlook, asset allocation for accounts, investment sales presentations. Participates in general bank management activities.

Functions:

- Develops and implements policies, practices and programs necessary to achieve the Bank's objectives in the trust and investment management functions, furnishes overall supervision and coordination of the department. Promotes trust activity efficiency and profitability.
    - Establishes business plans, goals and objectives for trust activities and takes all necessary steps to ensure achievement of same.
    - Establishes and maintains fee schedules for varying types of business.
    - Reviews and recommends acceptance or rejection of potential fiduciary responsibility.
    - Establishes and maintains effective working relationship with trust service vendors.
    - Chairs Trust Committees which formulate trust operating policies, goals, objectives; keeps Trust Committees fully informed of activities of Trust accounts.
    - Coordinates activity of Trust Department and Banks brokerage and insurance activity- promoting cross-selling activity wherever possible.
- Organizes and executes marketing and business development to promote trust and investment services.
    - Conducts ongoing research to define scope and potential of the Bank's trust and investment management market.
    - Promotes expansion of trust market through association with Directors, Advisory Board Members, Executive, Senior Management, Bank Officers and Professional community.
    - Participates in development of advertising and marketing programs.
    - Serves as informational resource to all Bank employees regarding trust activity.
- Engages personally in a variety of trust administration, investment and business development activities.
    - Administers accounts, including those of special significance or include unusual issues.
    - Reviews and supervises the investments of trust department accounts.
- Participates with the CEO, Executive Vice President – Marketing, Trust & Investment Management in formulating long and short-range plans, strategies and policies. Sits on a variety of Bank committees, as needed.

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- Maintains a continuous study of financial services to keep abreast of economic, financial conditions and tax law changes affecting financial markets and trust administration.
- Assumes responsibility for the preparation of various quarterly and annual reports of departmental activity and progress.
- Select, monitor and review outside investment managers.
    - Work to establish number and type of investment managers for use with client accounts. Analyze managers and select most suitable option.
    - Monitor investment performance.
    - Work with managers and clients in development and adherence to investment objectives.
- Work with staff to prepare marketing presentation materials. Actively participate in sales process. Assist in planning process and investment objective setting.
- Report to Trust Investment Committee on a monthly basis regarding account activity. Present economic outlook and performance quarterly to Board Trust, Investment and Insurance Committee.
- Prepares and maintains Senior Management reports pertaining to the Investment Management program. Maintains budget and expense controls and reports status to management.
- Keeps abreast of regulatory, product and market developments within the investment and related industries. Participates in various events related to investment management services.
- Ensures that retail personnel are knowledgeable about the Trust Department products and limitations on what they can say to customers. Conducts in-house referral training sessions.

Knowledge, Skills, Requirements:

- CTFA designation or related certifications is desired.
- Bachelor's degree in or its equivalent through specialized training in trust and related subjects.
- Ten years experience in trust including significant management experience.
- Strong knowledge of state, federal and NASD regulations and compliance guidelines.
- Excellent customer service skills.
- Excellent verbal skills.
- Good working mathematical aptitude, particularly in calculating investment related statistics.
- Self-motivation, independence, organization.
- Knowledge of and ability to work with computers in a Microsoft Office environment and with industry software.
- Supervisory skills and an ability to manage and interact positively with others.
- Ability to maintain organized department.

Physical Demands and Condition Requirements:

- General office environment.
- Some travel to service multiple office locations.

Equipment Used:

- General office equipment, i.e., calculator, photocopier, etc.
- Computer

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.