



## Trust Investment Officer

**Location:** Corporate Office | Neenah, WI

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### Why Join Legacy Private Trust Company?

At Legacy Private Trust Company, we are committed to excellence in wealth management and financial services, empowering individuals, families, and organizations to build meaningful and lasting legacies. As a trusted fiduciary, we hold ourselves to the highest standards of integrity, collaboration, and innovation. This commitment creates an environment where our team members and clients thrive together.

We view every role within our organization as integral to our collective success. With this in mind, we are highly selective in our hiring process, ensuring that each team member brings exceptional expertise and aligns with our core values. At Legacy, we prioritize cultural fit, as shared principles and purpose drive our ability to achieve outstanding results.

Joining Legacy means becoming part of a professional and supportive environment dedicated to growth, respect, and open communication. We foster a workplace where each individual's voice is valued, contributions are recognized, and continuous learning is encouraged. We believe that investing in our employees is essential to delivering the exceptional service our clients deserve.

At Legacy Private Trust Company, our people are our most valuable asset. If you aspire to be part of a forward-thinking team that values excellence, integrity, and collaboration, we invite you to explore a career with us. Together, we can shape a future that inspires and endures.

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**To Apply:** Email Resume to [Careers@LPTrust.com](mailto:Careers@LPTrust.com)



## Vice President | Trust Investment Officer

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### Our Company Job Description

<b>REVISION DATE</b> October 2024	<b>DEPARTMENT</b> INVESTMENTS	<b>REPORTS TO</b> Director of Investments	<b>STATUS</b> Exempt
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#### Job Description

##### **JOB SUMMARY**

The Vice President | Trust Investment Officer is responsible for developing and managing mid to high-level investment and trust relationships and delivering tailored financial and wealth management solutions to high-net-worth clients. Core responsibilities include advising clients on financial planning, designing, implementing and monitoring investment strategies, managing diverse portfolios, and ensuring compliance with applicable laws and regulations.

This role also involves active participation in business development, including client prospecting, cultivating relationships with centers of influence (COIs), participating in networking events, and representing Legacy at social and professional gatherings. The successful candidate will bring a strong understanding of financial markets, asset allocation, and investment vehicles, along with exceptional interpersonal, analytical, and technical skills to support Legacy's mission of providing superior investment and trust services.

##### **DUTIES AND RESPONSIBILITIES**

- Maintains confidentiality in all aspects of client and staff information.
- Upholds the conduct and performance standards of Legacy in all duties performed.
- Manages mid to high-level accounts in compliance with the terms specified in the controlling instrument, applicable laws, and company policies.
- Counsels clients and account beneficiaries on their individual financial and planning needs.
- Designs, implements, and manages investment portfolios in line with client objectives, risk tolerance, and legal requirements.
- Monitors portfolio performance and risk profiles using detailed analysis and strategic adjustments to maintain alignment with client goals.
- Prepares and communicates investment updates, including portfolio performance reports, economic insights, and strategy updates for clients and internal stakeholders.
- Conducts detailed analysis and research to inform investment strategies, including asset allocation and market positioning based on macroeconomic trends.

- Regularly meets with clients to provide counsel, address concerns, and ensure satisfaction with portfolio performance and investment strategies.
- Builds and maintains a professional referral network with key centers of influence.
- Participates in and organizes client-focused seminars, forums, and other business development events.
- Keeps informed of new developments, regulations, and industry trends, including changes related to the Prudent Investor Act.
- Actively develops new business opportunities through direct solicitation, referrals, and professional networking.
- Serves on internal committees to support company initiatives and growth.
- Performs other related duties as assigned or requested.

*Job descriptions may be subject to change as needed*

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **MINIMUM EDUCATION**

Bachelor's Degree in Finance, Economics, Business, or a related field

### **PREFERRED EDUCATION**

MBA

### **MINIMUM EXPERIENCE**

5-7 years of experience in investment management or wealth management

### **PREFERRED EXPERIENCE**

7-10 years of experience managing high-net-worth portfolios or trust accounts

### **CERTIFICATIONS/LICENSES**

CFA (Chartered Financial Analyst) and/or CFP (Certified Financial Planner) preferred

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this role, the employee is regularly required to stand, walk, and sit; use hands and arms; and communicate clearly through talking and hearing. Specific vision requirements include close vision, distance vision, peripheral vision, and the ability to adjust focus. Activities such as presenting, handling materials, and engaging in client conversations are essential. Frequent driving may also be required.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is typically moderate.
- Occasional bending or reaching may be required.
- Light physical effort may be needed.

### **LANGUAGE ABILITY**

Ability to read and interpret documents such as trusts, wills, deeds, and other legal documents, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence and proofread for accuracy. Ability to speak effectively before groups of clients or employees of an organization.

### **MATH ABILITY**

The role requires advanced mathematical and analytical skills to support investment management and financial planning responsibilities. The employee must be proficient in performing calculations involving rates of return, portfolio analytics, asset allocation modeling, and financial ratios. Additionally, the ability to analyze complex data sets, evaluate investment performance metrics, and interpret financial trends is essential. A strong understanding of statistical measures and risk analysis is critical, along with the ability to create and interpret detailed financial models, graphs, and projections to inform investment strategies and client recommendations.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Windows Microsoft Office programs and the World Wide Web along with familiarity with portfolio management systems and financial modeling software.

### **KNOWLEDGE, SKILLS AND OTHER ABILITIES**

- The ideal candidate will have: 1) A strong background in investment management 2) Unquestionable personal integrity and emotional maturity 3) Previous portfolio management experience 4) Strong and confident personality 5) An established book of business and established referral sources 6) Understanding of the Prudent Investor Act 7) Strong propensity toward relationship building and business development 8) Strong technical and analytical skills 9) Ability to relate to different personality types 10) Must be a team player 11) Must be able to effectively deal with deadlines and possess solid work planning, prioritization, and execution skills 12) Must display strong interpersonal and effective communication skills
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Ability and willingness to provide superior, personalized client service.
- Ability and willingness to project a professional image in all interactions with external and internal clients.
- Ability and willingness to prioritize, multi-task, and keep other team members on task.
- Ability and willingness to follow oral and written instructions.
- Ability and willingness to maintain confidentiality.
- Ability and willingness to work well either alone or as part of a team.

- Ability and willingness to operate standard office equipment, including but not limited to computers, telephone systems, typewriters, calculators, copiers, scanners, and facsimile machines.
- Strong problem-solving orientation.
- Mathematical aptitude.
- Computer skills, including but not limited to Windows and MS Office programs, Bloomberg or FactSet, and Morningstar Direct.
- Strong writing, listening, and oral communication skills
- Strong writing, analytical and problem-solving skills