Retirement Plan Consultant

Company Background:

Sapers & Wallack is a comprehensive and independent wealth management, retirement plan advisory, group benefits and insurance advisory firm that has been delivering creative and customized solutions since 1932. With over 80 years of experience, stability, and growth, Fortune 1000 corporations, non-profits, venture-backed and private equity portfolio companies, family-owned businesses, and individuals alike appreciate the company's ability to deliver innovative, cost-effective solutions through a thoughtful, customized consultative approach. Now stewarded by the third generation, Aviva Sapers, this one stop shop boutique financial service firm is looking for continued growth as they expand and solidify their reputation as the leading financial and benefits advisor to business and high net worth individuals in the New England Market.

Purpose of Retirement Plan Division:

The Retirement Plan Division of the firm provides Comprehensive Plan Design, Fiduciary Investment Reviews, Fee Benchmarking, Fiduciary Governance, ERISA Consulting, Participant Communication and Education

Purpose of Role:

The Retirement Plan Consultant will be part of a service team responsible for the overall satisfaction of our retirement plan clients and will work closely with the Vice President of Retirement in managing a piece of our book consisting of 15 - 25 retirement plan consulting relationships.

Consulting Responsibilities:

The role of the consultant is to work with the client in establishing goals and helping them achieve their goals. Once goals are established, the consultant will work with internal and external partners to create a program designed to meet those goals while remaining in compliance with governmental requirements.

Consult on cases through establishing and maintaining a leadership role in the relationship including (but not limited to):

- Providing expertise on industry leading practices and where innovation can meet the goals of the plan as outlined by the client
- Organizing, structuring and running Investment Committee meetings
  - Committee Charter
  - Committee member best practices
  - Minutes and records management
  - Investment Policy Statement adherence
  - New member orientation
- Vendor management
- Billing and collection of quarterly retirement planning advisory fees
- Act as a Client and Participant advocate
- Work with the client to maintain proper documentation (Plan Document, IPS, Loan Policy, etc.)
- Deliver Annual, Semi-Annual, Quarterly and Monthly reporting as necessary
- Create and implement an internal-use client business plan for each client

Act as a source of retirement plan knowledge

- Backup lead consultant when they are out of the office
- Peer review deliverable items for technical accuracy

- Answer inquiries from our wealth management practice

Assist in project management for due diligence; price negotiation and vendor replacement

- Timeline creation and adherence
- Determination of search process and depth based on client needs
  - Request for information
  - Request for proposal
  - Finals presentations
  - Site visits
  - Final negotiations, vendor selection and oversight of implementation

Communication and Education Services

- Work with client to create a full Education Program
- Coordinate with Service Provider
- Present Group and One on One meetings and consultation sessions

Collaborate with and support the other practice areas of Sapers & Wallack

- Investments
  - Meet to discuss client business plan and goals
  - Prepare for investment committee meetings
  - Support creation and delivery of reporting
  - Provide answers to retirement related questions or research answers as necessary

Requirements:

- Bachelor's degree required
- NASD Series 6 or 7 & 63 and Series 65 or 66 preferred
- Strong interpersonal, client facing skills
- Strong negotiation and conflict resolution skills
- Ability to collaborate with a team as well as able to work independently
- Proficient in Microsoft Office; Adobe Acrobat & Salesforce experience a plus

Prior experience:

- 3-5+ years relevant work experience
- Retirement Plan, Plan Document and Plan Design experience
- Overall investment and industry knowledge
- Experience giving group presentations
- Client management experience
- Sales experience

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