**Sample Job Description: Chief Investment Officer**

*IMPORTANT: These job descriptions are samples only; customize each section to your firm and the specific role.*

**WHO WE ARE:**

{Company Name}, a growing wealth management firm, is seeking a Chief Investment Officer to assist us in our mission of helping clients achieve their financial goals. This is your chance to play a key role in the future success of our fast-growing organization!

*Insert here: any awards or accolades the firm or owner has received. For instance, “Become a member of one of the most respected teams in the wealth management industry. XYZ Wealth Management Group was recently named #25 on Registered Rep’s list of the Top 100 Advisors.”*

*Insert here: any unique aspects of your culture, such as company core values and how your culture looks in real life.*

Our mission at {Company Name} is to {Insert Company Mission Statement}. If you have a relentless, burning desire to succeed and share our vision, then we would love to hear from you!

**WHO WE WANT:**

The Chief Investment Officer (CIO) provides overall leadership for all aspects of the investment function and programs. The CIO is responsible for overseeing the company’s investment portfolio, including the research, evaluation, and selection of investments. He or she develops the firm’s investment philosophy and process, and is responsible for making investment decisions consistent with the firm’s strategy and goals.

**WHAT TO EXPECT:**

* Develop and implement the firm’s investment philosophy, strategies, and process:
  + Collaborate with leadership and investment committee to develop the firm’s long- term and short-term investment philosophy and strategies consistent with the firm’s vision, strategy, and client value proposition.
  + Coordinate and oversee the development, implementation, and oversight of the investment process.
  + Ensure highest ethical standards and behaviors are achieved and implement necessary internal controls.
  + Identify and manage strategic partnerships and third-party relationships, as needed.
* Manage the development, maintenance, and monitoring of the asset allocation models and provide oversight of the portfolio management and trading practices:
  + Lead the investment research and analysis process and ensure timely and accurate reporting.
  + Identify key metrics and ensure consistent and effective tracking and reporting of performance data.
  + Perform due diligence to ensure legal and regulatory compliance and consistency with the investment strategies and processes.
  + Perform needed functions as required.
* Monitor industry and market trends and provide updates and information, as appropriate:
  + Provide expertise, assistance, and information to advisors, portfolio managers, research professionals, analysts, and leadership, as appropriate.
* Manage and develop direct reports (if applicable).
* Assist with execution of the strategic vision/goals of the firm.
* Demonstrate leadership abilities.

**WHAT YOU NEED:**

* Bachelor’s degree in business, finance, or related field, or equivalent work experience required; MBA preferred.
* Previous experience in asset management, investment research, and/or portfolio management in the financial services industry.
* Previous experience in developing and implementing investment strategies.
* Previous management experience, including supervising direct reports required.
* Deep understanding of asset allocation and performance measurement and reporting.
* Demonstrated history of ethical behavior and high integrity.
* Proficiency with securities and investment advisory systems, compliance, and administrative responsibilities.
* Ability to think strategically, as well as act tactically, to ensure all details are successfully accomplished.
* Results oriented and effective working independently or as a collaborative team member.
* Detail-oriented, creative problem solver with an ability to prioritize work and negotiate conflict.
* Excellent written and oral communication and presentation skills.
* Attendance is an essential function.
* Salary is commensurate with experience.

In exchange for your expertise, we offer a base salary, bonus potential, 401(k) plus matching, health benefits, a potential for career growth, and a great working environment. This is your chance to play a key role in the continued success of our company. Our culture is fast-paced, motivational and focused on healthy living. Smokers need not apply. For more information about our company, please visit our website {Insert Company Website}.

If you’re interested in this opportunity, please send your resume and letter of interest to {Name and Email Address}.

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