

Financial Planning Associate

Geographic Focus: East Coast - Philadelphia, New York, Washington D.C.

## Introduction to Zenith

Zenith Wealth Partners (Zenith) is a fee-only investment management and financial planning firm on a mission to combat racial, age based, and gender wealth inequality by delivering comprehensive, high quality, and accessible advice to individuals and organizations. We believe that wealth management does not begin only when a client has accumulated significant wealth. Managing and achieving wealth is an infinite journey. Zenith works together with its clients to evaluate the best financial decisions while giving them back time and peace of mind.

## Position Summary

With a seamless client experience and service platform now established, Zenith is seeking a driven and mission-oriented Planning Associate to join our rapidly growing team. The role is remote-first with periodic travel to Zenith's central office in Philadelphia. As a key member of the client servicing team, the Associate Planner will be responsible for:

- Managing client workflows to ensure all planning tasks and follow-up are completed. Proficiency in Emoney, MoneyGuidePro, or Right Capital is strongly preferred.
  - Creating meeting agendas, taking meeting notes, and completing follow-up
  - Reviewing client reports in Wealthbox to ensure Investment Management, Assessment, and Ongoing Clients are contacted according to the service calendar.
  - Uploading tax return and pay stub details to Holistiplan for tax analysis.
  - Supporting Lead Advisor in researching complex or new financial planning topics that emerge through client engagements
- Opening client investment accounts in Altruist, TD Ameritrade, or Charles Schwab as directed by the Lead Financial Planner and Investment Director
  - Inputting client positions into Riskalyze and run reports for Investment Management team
- Completing one-time financial consultations under supervision of a Financial Planner
- Monitoring inbound leads through Precise FP and filtering for strongest leads
- Helping to recruit new clients and executing client cultivation and/or retention events
- Participating in the firm's marketing efforts, including personal and firm-wide content generation.

## Desired Knowledge & Skills

- 1-3 years of related financial planning experience; demonstrated interest in this field
- Bachelors' degree from an accredited institution
- Series 65 (if not licensed, must be complete within first 6 months of employment)
- Clear plan for obtaining a CFP in next 2-3 years and interest in being a Lead Planner
- Client-Centric – You love building authentic relationships
- Detail-Oriented – You sweat the small stuff and take pride in your work
- Agile – You seamlessly navigate between text, video conferencing, emails, and Slack
- Curious – You have a thirst for learning and eager to continue developing as a professional
- Collaborative – You enjoy partnering with others and fulfilling different roles in a team structure

## Catalyst – Zenith’s Financial Planning Residency Program [Optional]

Core to Zenith’s mission is creating a platform for advisors who have traditionally been underrepresented in our industry. To support the growth of the field, Zenith is launching a two-year financial planning accelerator – Catalyst. Catalyst is best suited for early-stage professionals that have demonstrated excellence in his/her work to date and are committed to building a fulfilling career as a Lead Financial Planner.

While many day-to-day tasks of a Planning Associate will be similar whether or not you participate in Catalyst, there is an intentional educational component for those pursuing a CFP. The residency program uniquely reinforces the knowledge acquired in the classroom and provides participants with a practical forum to apply what they learn. In addition to exposure to all facets of financial planning, residents will have a chance to learn about overall business management for an RIA, including compliance, business planning, and fiscal management. Finally, participants will earn a two-week paid leave leading up to their CFP exam to maximize the time needed to adequately prepare. An illustrative roadmap of concepts and exposure over the two-year period follows:

Year 1	Year 2
<ul style="list-style-type: none"> <li>● Elementary basics of financial planning subject areas</li> <li>● Mastery of Zenith’s proprietary financial planning processes and systems</li> <li>● Increased involvement in client insurance, college planning, and financial projection reviews</li> </ul>	<ul style="list-style-type: none"> <li>● Lead financial consultations</li> <li>● Focus on retirement planning, estate planning, and tax planning</li> <li>● Investment Management rotation</li> <li>● Content creation – thought leadership</li> <li>● Greater involvement in client acquisition and business development</li> </ul>

In addition to the hands-on apprenticeship, Zenith will contribute up to \$10,000 for required CFP coursework (if necessary), prep courses, and exam fees. Zenith will pay (or reimburse) employees for all expenses upfront and requires that Catalyst employees complete at least 1 year of service upon receiving a CFP credential. If an employee voluntarily leaves before successfully earning their CFP credential and completing 1 full year of post-credential service or is involuntarily terminated for cause, the employee will be liable for reimbursing Zenith for all expenses.

### Compensation & Perks

Zenith embraces a high-performance culture and seeks to reward employees that deliver exemplary results. The position will earn a competitive base salary of \$55,000 - \$65,000 based on experience and certifications with the potential to earn annual performance incentives.

To deliver your best performance, we believe it is critical that you invest in self-care. Company benefits include (20) days paid time off, one day off to celebrate your birthday, and an additional (10) holidays observed by the NYSE. Additionally, employees will have access to health benefits (e.g., medical and dental insurance).

Additionally, Zenith prides itself on being a supportive workplace dedicated to employees’ personal and professional growth. For employees that are not involved with Catalyst, Zenith will reimburse employees for up to \$1,000 for employees to engage in continuing education. Zenith will provide you with a company-owned laptop (Apple or Lenovo) for your work.

Zenith provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Zenith complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and

conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Pre-employment background checks will be conducted for candidates offered employment.

**Next Steps**

We would love to hear from you and will be collecting candidate materials on a rolling basis. Please use the Apply Now button on the Careers page of our website to submit your cover letter, resume, and preferred contact information.