PORTFOLIO MANAGEMENT ASSOCIATE

Alexandria, VA – Full Time

Summary

Monument Wealth Management is seeking a Portfolio Management Associate who specializes in trading functions and investment management to join our team.

The Portfolio Management Associate is both a client-facing and an asset management support role. This role will work closely with the Asset Management team in helping to manage Monument's custom portfolios and executing the firm's trades. This role will also work closely with the Partners, Financial Planning team, and Client Experience team at Monument to advise existing clients, including preparing for and participating in Annual Client Review meetings with clients.

Ideal candidates are passionate about asset management and creating an outstanding client experience. They are also interested in joining an interdependent team and are looking to make meaningful contributions to the growth of our firm.

This position is a hybrid role—candidates must be able to work in-person at Monument's office in Alexandria, VA multiple days a week and can work remotely from home the other days of the week. The Portfolio Management Associate will report directly to Monument's Portfolio Manager.

To apply, please send your resume and a letter of interest to careers@monumentwm.com. In your letter, please address:

- What specifically about this role and Monument Wealth Management interests you
- Why you believe you are a strong fit for Monument's work, culture, and values
- How you believe you would contribute to the Team and the firm over time

In this role, you will:

- Be responsible for Monument's investment model and client-requested trading, to include model rebalancing, monitoring and reinvesting excess cash balances, and managing cash around recurring distributions and contributions
- Collect and review data to be incorporated into Monument's investment models and management decisions
- Run performance reports, review asset allocations and recommend changes for specific clients
- Assist in Annual Client Review meetings/emails/video recordings for clients, including preparing internal and client-facing materials, and assisting with follow-up items
- Explain Monument's investment philosophy and managed models, and how they fit into a client's specific asset allocation and objectives

- Maintain compliance procedures, including best execution reviews, 13F data collection and filings, and auditing of household investment objectives and models
- Be familiar with timely market topics and current news events
- Participate, as needed, in firm marketing and thought-leadership initiatives, including social media content sharing, podcast preparation and/or participation, and collaboration with the marketing team
- Participate in Asset Management team long-term strategic projects designed to scale the firm's investment offerings and capabilities
- Perform other duties as assigned to support the entire firm's operations and growth

What this role is not:

- A sales position in disguise—you will not have specific business development targets you are expected to individually achieve, however you are expected to contribute to team efforts to attract and win new business
- A very structured experience—you need drive and initiative to get your work done with limited oversight; ideal candidates are a self-starter who can independently manage a dynamic workload with shifting priorities, while knowing when to ask for guidance
- A job where you do your own thing—Monument is an interdependent team that relies on each member being a team player and working together to deliver the best for our clients; Monument takes great pride in our collaborative culture and a successful candidate will want to contribute to it

Monument's Investment Philosophy

Candidates should be aligned with Monument's investment philosophy. Monument manages assets in-house, relying on data to score investments and applying a clear and systematic buy/sell strategy. We develop multi-asset portfolios tailored to a client's goals, and use cash as a hedge against market downturns.

Qualifications

- 2 years or more of experience in the financial industry
- Series 65, or qualifying designation such as CFP® or CFA®
- Bachelor's Degree or greater from accredited college or university
- Familiarity with Schwab's trading platforms and/or Orion is a plus
- Extreme attention to detail and strong analytical skills
- Excellent interpersonal and communication skills with a desire to be collaborative and a good team player
- An "owner" mentality—take a proactive, not reactive, approach to client experience and solving problems
- Open, inquisitive mind—enjoys thinking of ways to make things better and has a learning orientation

Salary and Benefits

- Base salary of $85,000 - $100,000 (depending on experience), plus participation in Monument's bonus plans
- Benefits including 401k with employer match, profit sharing, health insurance, paid holidays, unlimited vacation (to be used responsibly), hybrid work schedule, and more
- Professional development and coaching opportunities, which seek to help team members grow alongside the firm and take on great responsibility within the firm
- Monument is pretty fun—we have a casual yet professional dress policy (no suits), a great team, and we're a dog friendly office

About Us

Monument Wealth Management is an independent financial advisory firm helping business owners, executives and wealthy families grow their wealth with purpose. Monument is an ensemble practice, meaning every client is a client of the firm; advisors do not have their own books of business.

Monument has several dogs who routinely come to the office. If you don't like dogs, please factor this into your decision to apply.

The Monument team has great enjoyment in what we do, how we do it, and where we do it. Because we are very focused on adding the right person to our team, candidates who progress through the interview process should anticipate multiple rounds of interviews with members of the Team (video and in-person).