CLIFFORD SWAN
INVESTMENT COUNSELORS

Investment Counselor Portfolio Manager
Clifford Swan Investment Counselors
Pasadena, California

Firm Overview

Clifford Swan Investment Counselors is an independent, 100% employee-owned registered investment adviser serving high net worth individuals, families, and not-for-profit organizations. With over $3.8 billion in assets under management and approximately 950 high net worth and institutional clients, Clifford Swan is committed to providing objective investment management based on rigorous investment research and financial advice with personalized, responsive client service. Our longstanding success as a firm is rooted in our values, which prioritize putting our clients first and adhering to the highest ethical standards.

Position Overview

Investment Counselors work within a collaborative team of experienced investment professionals and client service specialists to deliver wealth management services to Clifford Swan clients. As Investment Counselors, we are committed to a fiduciary standard of care in providing objective, professional investment advice and portfolio management to our clients. The Investment Counselor establishes trusted relationships with each client, providing holistic advice to preserve and grow wealth in support of each client's financial and personal goals.

Job Responsibilities

- Develop and implement wealth management strategies to achieve clients' financial goals
- Develop asset allocation strategies to meet client objectives; implement investment plans
- Implement portfolio management strategies utilizing individual equity and fixed income securities approved by the Clifford Swan Investment Committee
- Identify investment trends, review and organize data, synthesize information, interpret company and industry data to support investment strategies that meet client objectives
- Invest accounts, review and apply client guidelines, monitor cash flow, address client requests
- Work on special projects in support of client investment and financial planning objectives
- Develop and manage client relationships through regular client meetings and communications utilizing CSIC branded materials
- Coordinate with internal and external relationships to meet financial needs of clients beyond portfolio management
- Enhance the firm's value to the client through scope of work and strategic collaborations inside and outside the firm
- Communicate with Client Service and Financial Planning Specialist(s) to maximize efficiency and quality of client relationship
- Participate in community outreach, networking and marketing activities to drive new business opportunities

Qualifications

- 7 - 10 years of experience in investment management and/or financial advisory services with demonstrated ability to develop and manage client relationships
- Certified Financial Analyst (CFA), Certified Financial Planner (CFP) or MBA preferred
- Proven track record of working with high- and ultra-high-net-worth individuals and families
- Ability to work successfully in an entrepreneurial, small-company environment
- Demonstrated ability to work both independently and collaboratively as part of a team
- Ability to assign priorities to multiple concurrent, competing requests while ensuring accuracy, completeness, and timeliness
- Proficiency in Microsoft Office, Salesforce, Orion Advisor Services, and document management software; strong technology skills are required
- Candidates must be eligible to work in the United States without sponsorship or restrictions

Expected base salary for the role will generally be $150,000 – 200,000 per annum at the commencement of employment. However, base salary if hired will be determined on an individualized basis and is only part of the total compensation package, which, depending on the position, may also include other forms of compensation such as, discretionary bonuses, incentive packages, and firm-sponsored benefit programs.

All applications must include a resume and cover letter. Please send this information to Gretchen Lee via email at glee@cliffordswan.com.

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