MOSAIC
RETIREMENT PLANNING

Title Options: Financial Advisor Trainee

About Us

Mosaic Retirement Planning, LLC is a comprehensive financial planning and investment advisory firm. MRP offers financial planning, annuities, insurance and investments to the public. Its founder has been providing solutions to retirees and pre-retirees since 2007 based on the belief that it's always right to put the client's interests first, resulting in a happy & loyal client base. MRP has adopted a financial planning process that is recommended by the CFP Board, which is widely regarded the gold standard for financial planning. MRP is an independent firm and therefore does not promote any one particular product. MRP provides custom planning to every client and uses a diverse array of products to implement the client's financial plan. MRP is committed to be the best in the region at personal retirement planning, for a reasonable cost. MRP's mission is to have a positive impact in the lives of the community, one family at a time. Visit www.mosaicretirementplanning.com for more information.

Faith * Respect * Truth * Family are our Core Values. We work toward being good stewards and want others on our team to have the same passion.

Position Summary

The Financial Advisor Trainee aspires to be a full-fledged CERTIFIED FINANCIAL PLANNER™ with their own client base. As part of their learning, they will be provided a salary plus incentive pay structure, extensive on the job training and will be immersed in learning-by-doing every aspect of providing financial planning services, including providing administrative, customer service and operations support to all areas of Mosaic Retirement Planning, LLC (MRP) in additional to the investment advisory & financial planning that is typical of such a position. The associate financial advisor will be given leads which he/she will learn and be expected to convert into clients, and he/she is expected to contribute towards the creation of new leads through the development and execution of marketing initiatives at MRP. The trainee will report to the President until they can become a self-sustaining financial advisor.

Duties and Responsibilities include, but not limited to:

Business Development and Marketing

- Implement marketing campaigns, perform general operations duties, and other assignments as needed.
- Miscellaneous project management to help drive MRP business.
- Compile marketing materials in preparation for client meetings.
- Attend various evening company events and assist in promoting the services of the firm and yourself.
- Conduct outbound calls to prospects & leads.
- Brainstorm new business generating activities and events and operationalize from idea to full implementation.
- Schedule & confirm appointments with clients, prospects, or strategic business relationships.

Client Onboarding, Financial Planning & Investment Advisory

- Learn and implement the CFP Board's "EGADIM" financial planning process.
- Learn and perfect presentation tools using various financial planning & investment advisory software.
- Effectively communicate investment & financial planning capabilities to prospective clients, and then effectively communicate plan suggestions upon engagement with the client.
- Learn to scale the above duties and services without negatively impacting service.

Administrative

- Answer calls, greet clients and respond to client requests with professionalism & care.
- Operations & maintenance of facility.
- Update client and case information in the client relationship management software.
- Process investment and insurance applications and ongoing service requests.

Critical Skills Sought

- Entrepreneurial spirit – You are expected to be your own boss, motivator, & problem solver.
- Sales skills – you must be able to compel prospects to hire you.
- Confidentiality: maintain all proprietary information, and information related to customer accounts in strictest confidence.
- Strong sense of professionalism & integrity.
- Collaborative personality: work as a teammate in order to further the entire organization.
- Ability to prioritize assignments, adapt to changes in daily tasks when necessary and the ability to work under pressure.
- Outgoing personality with the ability to create new relationships.
- Good oral/written communication, organizational and problem-solving ability.
- Capable of receiving feedback in order to grow professionally.

Qualifications

- College degree or equivalent required.
- 2 years of Sales, Marketing and/or business development experience required.
- Financial services experience preferred; investment, annuity and life products strongly preferred.
- Must be proficient in word processing, spreadsheet, and presentation software and generally very adept at technology applications and software.
- Willingness to obtain additional licenses, such as series Colorado life insurance license along with FINRA Series 65 or 66, 63, and eventually CFP® designation.
- Must be able to pass a drug screen.

Why Work at MRP

If you are looking to start or continue your advising career, gain mentorship in a one-on-one setting from a CFP® that is vested in your success, and seek to eventually have ownership and autonomy of your own book of business; all while making a significant impact in your clients lives, this may be the perfect fit for you. By joining a practice where you can use your relationship building skills and your ability to meet and exceed goals, you will have the opportunity to build a world class, client centered practice. Ideal candidates are currently with a financial services firm but is dissatisfied with the a) politics, b) corporate ceiling, c) lack of independence, d) lack of opportunity to help others in a meaningful way. In this rare opportunity, you will learn more about sales and marketing in the financial services industry and what it takes to build a thriving and sustainable practice. At MRP, you will enjoy the following benefits:

- AUTONOMY, FLEXIBILITY & OPPORTUNITY
- Part-time or full-time
- May work from home part-time.
- $$$$$-The ability to be a key part in growing a business. Strong incentive plan based on assisting with customer acquisition.
- Opportunity for advancement.
- Cohesive small team.
- Great place to make a big impact on many lives.
- In addition to a starting salary, YOU WILL BE GIVEN WARM LEADS!

How to Apply

Send resume and cover letter to info@mosaicretirement.com. Cover letter should include the following:

- Please tell us why you are interested in this position. What skills make you a good candidate?
- Are you comfortable working within a small firm? Why or why not?

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This description covers the major purpose and major functions of the job. It is not intended to give all details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related duties requested.

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