



SMITH MOORE

Providing financial advice since 1913

**Title:** Director of Practice Management

**Location:** Clayton, MO

**Reports to:** Chief Executive Officer

At Smith Moore, we provide financial guidance for every stage of life through a comprehensive investment approach that evolves as our clients move through every key milestone of wealth planning: Accumulation, Distribution and Legacy. We have 11 branch offices located in Missouri, Illinois, Kansas, and Mississippi.

The Director of Practice Management is responsible for onboarding new financial advisors and partnering with existing branch managers to lead their teams in building successful practices, by supporting and training them at every stage of their career. The focus is to grow the firm by providing financial advisors with knowledge, skills, competitive insights, and tools to optimize their practice and deliver industry leading client experiences.

**Responsibility Summary:**

- Ensure financial advisors and their staff understand the importance of RBC's software platform and are trained on these core systems (BETA link, Thompson One, Morningstar, Money Guide Pro, RedTail, Riskalyze, etc.)
- Work with RBC to understand their products, tools, and relevant workshops available (RBC UP, SMA/UMA platforms, credit access lines, etc.) and coordinate with RBC to provide training to financial advisors and their staff.
- Manage and further advance the WMA and Financial Planning Associate (FPA) programs – goals, expectations, training, succession planning, etc.
- Create a robust training program that focuses on timely and relevant industry topics and conduct quarterly best practice sessions with financial advisors and their staff.
- Evaluate and recommend updates to Smith Moore's marketing presence - website, public domains, social media, brochures, etc.
- Partner with branch managers to develop metrics around support, communications to financial advisors, training, etc. Five branch managers will report to this role.
- This role will also be the branch manager for its two largest producing branches (Clayton and Chesterfield, MO) which, among other things, is accountable for supervising branch activities, approving advertising and marketing requests, reviewing client trade activity, approving new accounts, and responding to inquiries regarding compliance policies and procedures.

**Position Requirements:**

- Securities industry experience and/or practice management experience is preferred.
- Bachelor's degree preferred.
- Series 7, 66 & 24 licenses (or equivalent) required (or must be obtained within 9 months of hire).
- Knowledge of industry regulations, policies and supervisory systems preferred.
- Proven ability to lead teams towards shared outcomes.
- Excellent verbal, written and influencing communication skills.
- Ability to provide effective coaching and feedback to teams at all levels.
- Semi-annual travel to branch locations.