MACK
INTERNATIONAL

Position Specification

Single Family Office
President

The Client

Our client is an established family office based in El Paso, TX. The family office was launched shortly after the sale of the family's highly successful operating business in 2007, that was owned by the family for over 30 years. This entrepreneurial multigenerational family has substantial private holdings, including a privately held operating business. The family office serves a broad spectrum of clients spanning three generations and multiple households. The primary mission of the office is to serve the financial/accounting, reporting, tax, investment management, fiduciary, education, philanthropic, and administrative interests of this family and their related entities. The office also supports the family in achieving their strategic goals, which include preserving and growing the family's wealth and in pursuing their personal, business and philanthropic initiatives. The family is focused on supporting family continuity and connectedness, providing thoughtful stewardship of the founder's legacy and promoting rising generation financial literacy and governance.

The family office is governed by a trust structure with independent trust protectors who serve in a de facto advisory board capacity. The President will report directly to a generation two Principal, who serves as a primary Trustee and as a key decision-maker and investment steward. In addition, the President will coordinate closely with two additional generation two Co-Trustees. The President will be responsible for the overall leadership, strategy and operation of the family office and the seamless delivery of all services provided to family office clients. As a senior trusted advisor, the President will provide advice and counsel to the family as a whole and to individual family members to assist them in making informed decisions which will preserve and grow their wealth and advance their long-term objectives.

The Opportunity

This position offers a distinctive opportunity for an experienced family office/wealth management executive with excellent strategic capabilities, strong investment, financial and business acumen and a broad knowledge across the disciplines of wealth management to lead strategic and day-to-day operations and ensure the seamless delivery of services for this established family office.

The ideal candidate will have experience working with substantial, multigenerational families and a thorough understanding of family office services, operations and best practices. They will also possess exceptional communication skills, strong relationship/advisory skills and will instill the confidence and credibility needed to become a senior trusted advisor for all family members, including future generations.

Location: El Paso, TX (The family is open to the President residing elsewhere in Texas with regular travel to El Paso).

Reports to: Generation two Principal

The Position

Key responsibilities include:

- **Strategic Planning & Execution**
    - Partner with generation two Principal and Co-Trustees to develop and implement a strategic vision and business plan for the family office. Implement the business plan to support the strategic vision. Clearly and effectively communicate the vision and engage family members.
    - Assess current infrastructure and enhance family office based on optimal strategies for services to be delivered to family clients.
    - Ensure high quality service delivery to family clients and related family entities.
    - Interface proactively with family members. Ensure that family objectives and guiding family principles are applied consistently across family lines and generations.
    - Oversee and collaborate with all external advisors to serve family clients.
    - Liaise and collaborate with key operating business personnel as needed.
    - Support the ongoing generational transition from generation two to three. Coordinate with consultants, legal, tax and trust advisors to ensure all planning structures are current, comprehensive and aligned with the family's long-term objectives.
    - Lead and support the planning and execution of annual family meetings, retreats, and other family governance events.

    Investment Strategy & Oversight

    - Develop an understanding of all aspects of the portfolio, including investment partners and managers and their respective strategies and risk profiles.
    - Partner with the Principal to review and refine investment policy and strategy in support of their objectives and risk profile.
    - Oversee the implementation of diverse investment strategies within the portfolio, including public, private, fund vehicles and other alternative, commercial real estate and direct private equity investments. Monitor performance, manage liquidity requirements and execute capital calls.
    - Source, research and conduct due diligence on private investment opportunities across asset classes including private equity, private credit, real estate and venture capital. Present recommendations to the family for decision.
    - Provide thoughtful guidance on portfolio construction, asset allocation and risk management, integrating insights from estate planning, tax strategy and liquidity planning to inform investment decisions.
    - Maintain and expand robust network of family offices, general partners, sponsors and fund managers within the Texas family office and private investment ecosystem, with particular emphasis on the Dallas-Fort Worth, Houston and Austin markets.
    - Oversee and chair the family's annual investment meeting. Prepare comprehensive materials that clearly communicate portfolio activity, performance and forward-looking strategy to family members.

Family Engagement & Next-Generation Development

- Develop authentic, trust-based relationships with family members across all generations. Invest in individual relationships through consistent, personalized communication.
- Develop and implement a formal governance framework for the family, including the design of next-generation leadership programs, rotating family office engagement opportunities and structured mechanisms for generational participation in family decision-making.
- Develop and implement a structured next-generation education and development program designed to build financial literacy, investment acumen and governance awareness among rising generations. Coordinate with family Principals and external resources as appropriate.
- Support existing next-generation rotation program. Develop it into a more structured leadership development program. Identify and prepare emerging leaders for future governance responsibilities.
- Develop and maintain a household-level financial planning and liquidity management service for individual family members. Provide personalized guidance on budgeting, cash flow, distributions and capital planning.

Tax Planning & Compliance Oversight

- Oversee external advisors and coordinate with key operating business personnel as needed, as it relates to tax preparation, filing, and compliance for all entities.
- Monitor financial and tax planning strategies for all entities. Proactively work with appropriate external and internal accounting, tax, trust/estate planning and legal advisors to advise clients on planning techniques and to identify, develop and maintain optimal tax and wealth transfer strategies for the family. Ensure the family office and its clients are in compliance with applicable regulations and tax laws.
- Coordinate trust and estate planning with external advisors to develop and maintain optimal tax and wealth strategies, including the design, structure, implementation, and administration of trusts and estate plans.
- Oversee the family's charitable giving program. Coordinate with foundation advisors and engage generation three family members as appropriate. Foster philanthropic leadership and community investment.

Financial Systems & Reporting

- Oversee and manage appropriate financial/accounting processes, systems, databases, and reporting infrastructure to track all assets and entities.
- Ensure that comprehensive financial and regular reports across all entities, assets and holdings are completed accurately and in a timely manner.
- Partner with family office accounting staff and external bookkeeping resources to maintain accurate financial records across all entities. Ensure seamless coordination between the operating company and family office.
- Implement and improve financial reporting frameworks that enhance transparency, timeliness and accessibility for family members.
- Manage banking relationships and finance-related projects, serving as the lead point of contact with financial institutions.
- Manage cash flow, bill payment processes and vendor relationships ensuring efficient and controlled administration of the family's affairs.
- Establish internal controls and financial best practices that reflect the highest standards of fiduciary responsibility.

Contract Review & Legal Coordination

- Structure, review, evaluate and negotiate business, investment and personal contracts for the family, family office and family entities (leases, licenses, employment agreements, service contracts, account agreements, LP agreements, vendor agreements, non-disclosure agreements, etc.). Coordinate legal work performed by outside counsel as needed.

Risk Management

- Oversee comprehensive risk management for the family and family office, including identification and mitigation of operational, financial, security, and reputational risks related to the family's assets and business interests.
- Recommend and implement appropriate insurance, security, and risk mitigation strategies.

❖ **Operational & Executive Leadership**

Infrastructure/Operations, Security and Technology

- Assess family office infrastructure and determine optimum strategies for the future, including insource vs. outsource solutions.
- Implement governance practices, technology, systems, and streamline operational policies, procedures, and controls to ensure effective and efficient operation, with a focus on continuous improvement.
- Establish operational metrics to measure performance.
- Establish and oversee the information security environment, including data security and networks to ensure protections are in place for confidential family information.
- Leverage technology to optimize family office functions.

Team Leadership

- In concert with generation two Principal and Co-Trustees, determine family office human capital needs.
- Hire, develop, manage, mentor and motivate staff to provide exceptional service.
- Provide vision, direction and leadership of client-oriented culture focused on collaboration and excellence.
- Manage and lead family office staff ensuring high standards of service, discretion and accountability.
- Foster an environment of respect, transparency, honesty, integrity, and teamwork that encourages long-term commitment by staff.

❖ **External Advisor Communication & Oversight**

Advisor/Provider Management & Professional Representation

- Serve as the primary point of contact for external advisors, ensuring that engagements are well-coordinated, value-additive, and aligned with the family's objectives.
- Develop and facilitate relationships with all current and future external advisors and service providers.
- Coordinate strategies, monitor fees, commitments, agreements and advisor/provider performance.
- Streamline and manage information, questions, meetings, and other requests that need to be addressed.
- Serve as advocate to the family on all matters.
- Build relationships with peers and thought leaders in the family office market.
- Develop and maintain appropriate relationships with key operating business personnel to facilitate the communication of relevant information.

- Represent the family to all internal and external constituencies in a highly professional, confidential, and ethical manner.

❖ **Client Relationship Management & Interaction**

Trusted Advisor Role

- Establish and maintain strong communication and relationships with family members.
- Build credibility as a trusted advisor to all family members.
- Serve as a sounding board and strategic thinking partner in making well-informed decisions.
- Anticipate and address the evolving needs of family members across generations.

Communication & Transparency

- Promote open and transparent lines of communication with family members, internal staff and external service providers and listen to all perspectives.
- Facilitate discourse and advocate solutions that are objective and balanced.
- Synthesize, present, and communicate complex financial, business, investment, and other relevant concepts in a straightforward, concise, and easy to understand manner, utilizing a consultative approach.

The Ideal Candidate

The ideal background will include:

❖ **Qualifications & Experience:**

- Undergraduate degree required. Advanced degree (i.e., JD, MBA) or relevant certifications (i.e., CPA, CFP, CFA) preferred.
- Minimum of 15 years of experience in the family office/wealth management industry.
- Prior experience working with/advising multigenerational families/family office clients of significant wealth with highly sophisticated and complex operating business and investment structures. Highly proactive approach to serving client needs. Knowledgeable about family office best practices.
- Experienced in building/leading and managing a family office professional services platform with a distinctive value proposition.
- Adept at advising family clients on financial, business and investment matters and in assessing risks and opportunities to enable family members to make informed decisions.
- Business operations management experience combined with a track record of success in managing multiple projects.
- Experience serving as an advocate for family with all external advisors, providers, and other constituencies.

❖ **Skills & Knowledge**

Technical Expertise

- Comprehensive knowledge of wealth management domains: tax, accounting, finance, trust and estate planning, investment management, insurance, risk management, and philanthropy.

- Relevant investment management experience. Experience should include all aspects of the investment process, including investment strategy and policy, asset allocation, due diligence, multi-asset class direct investment and manager/strategy selection, portfolio construction, ongoing portfolio monitoring, management and performance analytics for individuals, partnerships, trusts and other entities.
- Knowledge across all traditional and alternative asset classes with specific experience in direct private equity.
- Strong quantitative and analytical skills including structuring and negotiating the terms and details of the investment and advisory relationship; able to quickly grasp and evaluate complex investment strategies.
- Proficient with family office technology solutions, financial/ tax reporting systems, and cybersecurity protocols.

Operational Excellence

- Disciplined with a process-oriented approach.
- Solutions-focused with high sense of urgency.
- Demonstrates initiative and anticipates client needs proactively.

Communication & Relationship Building

- Facilitator and problem solver. Strong understanding of family dynamics. Builds trusted relationships across multiple generations. Adapts communication style to diverse audiences.
- Excellent verbal, written, presentation, and listening skills with the ability to translate complex information into clear, actionable advice for diverse audiences and facilitate informed decision-making.
- Welcoming, friendly and personable. Builds strong, trusted relationships with family members, staff and external advisors. Earns confidence and credibility through consistency, transparency and sound judgment.
- Skilled at navigating complex interpersonal dynamics with grace and emotional intelligence.
- Able to provide objective advice and recommendations with conviction. Able to confidently express opinions and recommendations to support optimal solutions in the best interest of the family.
- Diplomatic, tactful, and pragmatic in all interactions.

❖ **Leadership & Values**

Character & Integrity

- An unimpeachable record of integrity, sound judgment and discretion. Demonstrates trustworthiness with sensitive and confidential information.
- Genuine commitment to the family's values and the long-term stewardship of family wealth across generations.
- Strong family values. Strong work ethic. Exhibits humility with no personal agenda. Puts family interests first. No ego.
- Maintains composure under pressure. Even-keeled, patient, and calm.

Leadership Style

- Provides strategic leadership, management, and mentoring with high emotional intelligence.
- Fosters environment of excellence, accountability and continuous improvement.
- Accessible and approachable; builds rapport with all family members and staff.
- Collaborative team player with a "roll-up-your-sleeves" mentality.
- Exercises sound judgment and common sense in decision-making.

- Healthy balance of confidence, conviction and humility.
- Self-starter, organized, detail oriented, able to prioritize, disciplined, and punctual.

Professional Presence

- Client-service oriented with a results-driven approach.
- Dynamic, engaging, and highly motivated self-starter.
- Possesses gravitas. Exhibits presence, polish, and professionalism to represent the family effectively.

Strategic Capabilities

- Expert generalist who anticipates issues and implements solutions.
- Detail-oriented while maintaining big-picture perspective.
- Balances strategic thinking with practical execution.

Compensation

An industry-competitive package will be offered, including comprehensive benefits.

Contacts

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