



Position Specification

Single Family Office
Chief Executive Officer

Private and Confidential

The Client

Our client is a recently reorganized single-family office located in Jupiter, Florida. The office serves two second-generation Principals who oversee a substantial and diversified family enterprise, that includes a highly successful, privately held company. The company has generated significant capital and liquidity events that have been deployed across a broad range of asset classes, including public equities, fixed income, private credit, private equity, digital assets, and commercial real estate development. The primary mission of the office is to serve the financial/accounting, reporting, tax, investment management, fiduciary, philanthropic and administrative interests of these Principals and their related entities.

The Chief Executive Officer ("CEO") will report directly to the two Principals and will partner with them to determine the strategic vision and priorities of the family office today and in the future. The CEO will lead the family office and create an infrastructure, providing the services and counsel to support the Principals' goals and objectives. As senior trusted advisor, the CEO will assist the Principals in making informed decisions which will preserve and grow their wealth and will leverage their time, allowing them to focus on their individual and family initiatives and passions.

The Opportunity

This position offers a distinctive opportunity for an experienced family office executive with excellent strategic capabilities, strong financial, business and investment 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 newly established family office.

The CEO will have a thorough understanding of family office services, operations and best practices and will serve as the senior financial expert, responsible for transforming the infrastructure and operations of the family office to become an institutional quality platform. The ideal candidate will have strong client advisory skills and relationship management skills, combined with strong leadership and management skills that will instill the confidence and credibility needed to become a trusted advisor to the Principals.

Location: Jupiter, Florida

Reports to: Two second-generation family Principals

The Position

Key responsibilities include:

❖ Strategic Planning & Execution

- Partner with the Principals to establish priorities and implement the strategic vision and goals for the family office, including the creation of the mission, vision, value statement and supporting business plan.
- Build a best-in-class family office infrastructure based on optimal strategies for services to be delivered to the Principals.
- Ensure accurate and high-quality service delivery to Principals and related family entities.
- Oversee and collaborate with all external advisors to serve the Principals.
- Identify, recommend and implement strategic projects and initiatives that will advance the organization's value, vision and culture.

❖ Financial Systems & Reporting

- Implement and oversee appropriate financial/accounting processes, systems, databases, and reporting infrastructure to track all assets and entities, including trusts, personal assets, real estate holdings, and operating interests.
- Leverage accounting and reporting technology platforms to optimize the accuracy, efficiency, and presentation of financial data to the Principals.
- Establish and oversee a rigorous financial reporting practice for the Principals, encompassing income statements, cash balances, liquidity positions, and consolidated net worth. Hold the organization to a high standard of financial accuracy and timeliness.
- Prepare and maintain regular financial planning reports and forecasts at the consolidated and entity level. Ensure all entity-level financial activity is properly reflected in consolidated reporting.

❖ Tax, Trust & Estate Planning and Legal

- Serve as the primary internal liaison to external tax advisors and legal counsel.
- Oversee tax preparation, filing, and compliance for all entities.
- Monitor financial and tax planning strategies for all entities. Proactively work with appropriate external 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.
- Facilitate the review, evaluation, and negotiation of personal, business and investment contracts for the family office and family entities (leases, licenses, employment agreements, service contracts, account agreements, etc.).
- Coordinate legal work performed by outside counsel.

❖ Investment Oversight & Real Estate Operating Asset Administration

- Become a subject matter expert on the diverse portfolio of family investments, businesses and personal holdings.
- Oversee the implementation of investment strategies within the portfolio through external managers/advisors, including public equities, fixed income, private credit, private equity, digital assets, and commercial real estate development.
- Oversee and evaluate the performance of external investment managers/advisors. Conduct regular meetings, review investment reports, and participate in manager evaluation and selection processes as appropriate.
- Coordinate with external advisors on the evaluation, due diligence, structuring, and ongoing monitoring of private investment opportunities, including direct deals, joint ventures, and co-investments. Provide the Principals with informed analysis and recommendations.
- Participate in due diligence processes for new investment relationships, including requests for proposals, manager presentations, and advisor evaluations.
- Oversee the administrative and financial management of the family's commercial real estate development portfolio.
- Coordinate with operating partners, developers, and advisors on project-level reporting, cash management, and financial performance. Ensure the Principals have accurate and timely information on all real estate holdings.
- Support the Principals in evaluating and structuring new investment and development opportunities, including direct deals, co-investments, and other opportunistic transactions.
- Manage daily cash operations. Coordinate with external investment advisors and custodians to ensure liquidity is appropriately positioned and readily available to meet Principals' personal and investment needs.
- Proactively identify and address liquidity risks. Implement and maintain checks and balances around all cash movement.
- Ensure appropriate governance and oversight structures are in place for all investment activity, including authorization protocols and documentation standards.

❖ Risk Management

- Monitor the insurance needs of the Principals, and related entities, including employees' workers compensation and other insurance. Recommend and implement appropriate plans/actions. Identify strategic risk management opportunities. Interface with risk management professionals.

❖ Operational & Executive Leadership**○ Infrastructure/Operations, Security & Technology**

- Implement governance practices, technology, systems, and 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.

○ Team Leadership

- In concert with the Principals, determine family office human capital needs.
- Hire, develop, mentor and motivate staff to provide exceptional service.
- Provide vision, direction and leadership of a client-centered culture focused on collaboration and excellence.
- Lead by example and foster an environment of excellence, accuracy, transparency, respect, honesty, integrity, and teamwork that encourages long-term commitment by staff.

❖ External Advisor Communication & Oversight**○ Advisor/Provider Management**

- Develop and facilitate relationships with all current and future external advisors and service providers. Serve as advocate to the Principals on all matters.
- Coordinate strategies and monitor fees, commitments, agreements and advisor/provider performance.
- Streamline and manage information, questions, meetings, and other requests that need to be addressed.

○ Industry Engagement & Professional Representation

- Well-networked within the family office and broader wealth management community. Continually builds relationships with peers and thought leaders in the 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 the Principals.
 - Provide advice and counsel to the Principals. Serve as a sounding board and strategic thinking partner in making well-informed decisions.
 - **Communication & Transparency**
 - Promote open and transparent lines of communication with 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, CFA, CFP) preferred.
- Minimum of fifteen years of experience in the family office industry.
- Experienced in building/leading a family office professional services platform with a distinctive value proposition.
- Demonstrated skills and experience in providing quality financial management, accounting, tax and reporting for individuals, trusts, foundations and other entities. Comprehensive knowledge of tax and investment partnership accounting, tax planning and compliance. Tax advisory experience and/or responsibility for internal tax planning. Knowledgeable about profits interest structures.
- Adept at advising family clients on financial, business and investment matters and in assessing risks and opportunities to enable the Principals 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**

- Knowledgeable about all areas of wealth management (finance, accounting, tax, investment management, trust and estate planning, and administration, philanthropy, legal and risk management, etc.).
- Knowledge across all traditional and alternative asset classes, including private equity and commercial real estate.
- 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.
- Technologically savvy. Proficient with family office technology solutions, financial reporting systems and cybersecurity protocols.

○ Operational Excellence

- Proven track record of success in business infrastructure, operations design and management, including creating operational efficiencies through technology and organizational structures.
- Demonstrated ability to create value through operational excellence, efficiencies and continuous improvement.
- Disciplined and process-oriented approach.
- Solutions-focused with high sense of urgency.
- Demonstrates initiative and anticipates client needs proactively.
- Thrives in a changing growth environment, including reprioritization or reassignment of responsibilities.

○ Communication & Relationship Building

- Translates complex data into clear and concise advice to facilitate strategic decision-making.
- 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.
- Diplomatic, tactful, and pragmatic in all interactions.
- Adapts communication style to diverse audiences.

❖ Leadership & Values**○ Character & Integrity**

- Demonstrates utmost integrity, discretion, and trustworthiness with sensitive and confidential information.
- Exhibits humility with no personal agenda; puts family interests first; no ego.
- Strong work ethic.
- Maintains composure under pressure; even-keeled, patient, and calm.

- **Leadership Style**
 - High energy. Proactive yet flexible leader with a “roll up your sleeves” approach and mentality. Collaborative.
 - Provides strategic leadership, management, and mentoring with high emotional intelligence.
 - Accessible and approachable; builds rapport with all family members and staff.
 - **Professional Presence**
 - Client-service oriented with a results-driven approach.
 - Dynamic, engaging, and highly motivated self-starter.
 - Exhibits presence, polish, and professionalism to represent the Principals 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

Linda C. Mack

Founder

800-976-0014 (office)

312-953-7809 (mobile)

lmack@mackinternational.com

Brian C. Adams

President

615-339-7887 (mobile)

badams@mackinternational.com

Jill E. Hendrickson

Consultant

312-878-7101 (office)

jhendrickson@mackinternational.com