



Position Specification

Single Family Office
President

Private and Confidential

The Client

Our client, the owner of a privately held family business based in Pawtucket, RI, is seeking someone to assume leadership for their established family office, which is currently embedded within the highly successful legacy operating business founded over 100 years ago. The primary mission of the office is to serve the personal, financial/accounting, reporting, tax, investment management, fiduciary, philanthropic, and administrative interests of the family and their related entities. The family office serves multiple households, spanning generations two through four of the founding family. The family office prides itself on operating with the highest level of integrity and professional service excellence and is defined by its core company values of integrity, discretion, strong work ethic, practicality and an enduring commitment to stewardship.

The President will report directly to a generation three family Principal and will partner with them to determine the strategic vision and priorities for the family office today and in the future. 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. In addition, the President will proactively engage family members and serve as their senior trusted advisor, providing advice and counsel to assist them in making informed decisions to advance and accomplish the family's long-term objectives.

The Opportunity

The President position offers a distinctive opportunity for an experienced family office/wealth management executive with broad knowledge across the disciplines of wealth management including family education and engagement, finance and accounting, planning, and reporting, tax, trust and estate planning, philanthropy, risk management and investment management to assume responsibility for this embedded 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. The successful candidate will also possess strong business, financial and investment acumen, exceptional communication skills, strong relationship/advisory skills and the ability to instill the confidence and credibility needed to build trusted relationships with all family members, including future generations.

Location: Greater Providence, Rhode Island area (Rhode Island preferred; New England location strongly preferred)

Reports to: Third-generation family Principal

The Position

Key responsibilities include:

❖ **Strategic Planning & Execution**

- Partner with the Principal 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. Clearly and effectively communicate the vision and engage family members.
- Assess current infrastructure and build a best-in-class 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, family committees and boards. Ensure that family objectives and guiding family principles are applied consistently across family lines and generations.
- Coordinate with internal resources and external service providers to meet the growing needs of the family.
- Serve as the primary architect of the family's generational transition strategy, assisting generation two principals to establish frameworks that position the rising generation to engage thoughtfully and take on increasing responsibility over time.
- Partner with the philanthropic foundation leadership to support structured giving.

Tax, Trust/Estate Planning & Compliance Oversight

- Oversee external advisors and coordinate with key operating business personnel regarding 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.
- Ensure the family's tax strategy is fully integrated with operating business, investment capital allocation and estate planning objectives.

Financial Systems & Reporting

- Oversee and manage appropriate financial/accounting processes, systems, databases, and reporting infrastructure to track all assets and entities.
- Manage the family office budget and resources with a rigorous stewardship mindset, ensuring cost-effectiveness and disciplined allocation of the family's resources.
- Ensure that comprehensive financial and other regular reports across all entities, assets and holdings are completed accurately and in a timely manner, including quarterly shareholder reports, annual capital resources book and required lender reports.
- Manage banking relationships and finance-related projects, serving as the lead point of contact with financial institutions as appropriate.
- 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.

Family Engagement & Next-Generation Development

- Develop authentic, trust-based relationships with family members across all generations. Invest in individual relationships through consistent, personalized communication.
- Create 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 Principal 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.
- Establish 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.

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 investment strategies within the portfolio, including public, private, fund vehicles and other alternative and direct private equity investments.
- Provide appropriate reporting and analysis to the Principal on investment performance, asset allocation and strategic alternatives.
- Monitor, review and evaluate investment allocations and performance to ensure alignment with policies, objectives, and risk tolerance.
- Make recommendations for changes as appropriate.

Contract Review & Legal Coordination

- 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.

Risk Management

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

❖ Client Relationship Management & Interaction***Trusted Advisor Role***

- Establish and maintain credibility and strong communication and relationships with family members.
- Provide advice and counsel to the Principal and family. 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, helping the family plan thoughtfully for transitions in health, estate, and family governance.

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.

❖ Operational & Executive Leadership***Infrastructure & Operations***

- Implement governance practices, technology, systems, and operational policies, procedures, and controls to ensure the effective and efficient operation, with a focus on continuous improvement.
- Establish operational metrics to measure performance.

Security & Technology

- 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.

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

- Develop and facilitate relationships with all current and future external advisors and service providers.
- 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, enabling the Principal to focus his time and energy on his priorities.
- Serve as an advocate for the family on all matters.

Professional Representation

- 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.

The Ideal Candidate

❖ **Qualifications & Experience:**

- Undergraduate degree required. Advanced degree (i.e., JD, MBA) or relevant certifications (i.e., CPA, CFA) preferred.
- Minimum of 15 years of progressive professional experience in the family office/wealth management industry.
- Experienced in building/transforming, leading and managing a family office professional services platform with a distinctive value proposition.
- Adept at advising family clients on investment, financial, and business matters and in assessing risks and opportunities to enable the Principal to make informed decisions.
- Business operations management experience combined with a track record of success in managing multiple projects.
- Meaningful experience engaging, educating and building relationships with next-generation family members.
- Experience serving as an advocate for the family with all external advisors, providers, and other constituencies.

❖ **Leadership & Values**

Character & Integrity

- Demonstrates utmost integrity, discretion, accountability and trustworthiness with sensitive and confidential information. Earns trust through consistent, ethical conduct.
- Exhibits humility with no personal agenda. Puts family interests first. No ego.
- Maintains composure under pressure; even-keeled, patient, and calm.

Leadership Style

- Natural relationship builder who invests genuine time and effort to understand every family member as an individual, ensuring that every individual feels valued and heard.
- Provides strategic leadership, management, and mentoring with high emotional intelligence.
- Accessible, warm and approachable. Builds rapport with all family members and staff.
- Collaborative team player with a "roll-up-your-sleeves" mentality.
- Comfortable with ambiguity and competing priorities. Navigates interpersonal dynamics with equity and grace.
- Exercises sound judgment and common sense in decision-making.

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 family effectively.
- Strong work ethic balanced with flexibility and adaptability.

Strategic Capabilities

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

❖ Skills & Knowledge**Technical Expertise**

- Comprehensive knowledge of wealth management domains: tax, accounting, finance, trust and estate planning, investment management, family education, insurance, risk management, and philanthropy.
- Deep technical fluency in the tax and structuring considerations of closely held family businesses, including entity structure, valuation, distributions and intergenerational transfer strategies.
- Relevant investment management experience, including asset allocation, multi-asset class direct investment and manager/strategy selection, performance reporting, and liquidity management.
- Knowledge across all traditional and alternative asset classes with specific experience in direct private equity.
- Strong understanding of family dynamics.
- Familiar with philanthropic foundation management and charitable giving strategies.
- Proficient with family office technology solutions, financial reporting systems, and cybersecurity protocols.

Operational Excellence

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

Communication & Relationship Building

- Comfortable as a teacher. Active listener. Translates complex data into clear, concise advice to facilitate strategic decision-making.
- Builds trusted relationships across multiple generations.
- Diplomatic, tactful, and pragmatic in all interactions.
- Adapts communication style to diverse audiences.
- Flexibility and resilience to thrive in a fast-paced, growth-oriented environment with shifting priorities.

Compensation

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

Contacts

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