

Senior Nonprofit Solutions Advisor

Retirement & Philanthropic Services
Global Wealth and Investment Management

Position Summary

The Advisor provides ongoing relationship development, strategic advice and client retention for nonprofit clients of Philanthropic Management, and serves as an expert and resource for prospective nonprofit opportunities with Merrill Lynch Financial Advisors, Global Commercial and Investment Banking, and U.S. Trust. The Advisor is a highly collaborative role that drives the development of strategic partnerships with internal associates that result in new nonprofit investment management and consulting business and the growth of existing nonprofit clients. The Advisor will also support the Bank of America/Merrill Lynch brand through their involvement with local nonprofit organizations and their work with centers of influence, and will be seen as a trusted advisor to internal partners, existing clients and prospective clients.

Goals include, in partnership with sales and service team members:

- Support new sales and business development activities among nonprofit prospects;
- Deepen and expand existing client relationships and accounts;
- Contribute to high client satisfaction and retention; and
- Develop strong networks within Bank of America and externally in the nonprofit community to support the Bank's visibility and brand awareness.

Specific responsibilities include:

- Collaborates with Merrill Lynch and Philanthropic Management team members to achieve sales, satisfaction, retention, and outreach goals
- In particular, develops strong relationships with Merrill Lynch Financial Advisors in the Western region and connects advisors and clients to broader Bank and Philanthropic Management capabilities
- Monitors, and is engaged to varying degrees with, approximately 50 high value nonprofit relationships within Philanthropic Management.
- Relationship administration and other activities are fully supported by a dedicated team of Philanthropic Service Officers and Assistants.
- Supports the sales process by collaborating with Financial Advisors and other team members on prospect outreach and the cultivation of specific opportunities.
- In support of nonprofit service and sales, this role offers added-value nonprofit consulting services and delivery of Bank products and capabilities in the following areas:
 - Collaboration with all team members on investment management, reporting and client communication
 - Nonprofit governance and best practices
 - Fund development and operational infrastructure (e.g. gift acceptance policies, donor trends and acquisition strategies)
 - Planned giving program startup, operation, and optimization
 - Financial and operating analytics (e.g. spending policy analysis, financial modeling)
 - Regulatory knowledge and updates

- Knowledge and trends specific to core nonprofit industries (e.g. education, health care, etc.)
- Other ancillary products and services (e.g. sub-fund accounting)
- Develop a strong internal network spanning Merrill Lynch, Global Commercial and Investment Banking, U.S. Trust, and other key partners.
- Enhance community visibility for Philanthropic Management and the nonprofit service capabilities of Bank of America Merrill Lynch by developing relationships and speaking opportunities with professional advisors and local nonprofit communities.
- Be recognized as a highly skilled philanthropic expert and partner within the Global Wealth & Investment Management division
- Participates in line-of-business task forces and work groups, contributing to the management and effectiveness of the Philanthropic Management enterprise

Qualifications & Skills

- Minimum of 15 years of experience, including some experience in the nonprofit sector in the fields of development or finance
- Relevant client management experience, specifically with philanthropic services (e.g. endowments, planned gifts, etc.)
- Experience in the financial services industry a plus
- Advanced and proven business development skills
- Advanced degree and/or a CFA or CTFA desirable.
- Chartered Advisor in Philanthropy (CAP) certification required or to be completed.
- Knowledge and fluency with investment vehicles and options, and considerations for philanthropic accounts
- Extensive knowledge of the issues and trends affecting the nonprofit sector, and an ability to project that expertise through public speaking, writing, and networking.
- Excellent communication skills, both written and verbal
- Strong interpersonal, negotiating and presentation skills
- Ability to work in a team environment and to be an effective partner while maintaining the ability to work independently
- Management of teams/individuals and implementation of processes is highly desirable