

## FOUNDATION TRUST OFFICER

Posting Date:	2/1/2023
Department:	Operations
Preferred Location:	Jeffersonville/Louisville Metro
Posting Number:	HR 23-1-01

### Position Summary

A participant on a team that directs and coordinates activities nationally for assigned accounts relative to overseeing and administering outside trusts and investment management accounts in accordance with the terms that created it (i.e. trust agreement, Will, court order, or contract).

### Scope and Breadth of Position

This position reports directly to the VP Operations of the Presbyterian Foundation.

### Accountabilities

- Reviewing and assessing new business opportunities for Foundation investment management services in participation with the VP Managing Director of Investments.
- Ongoing administration for Investment Management Accounts.
- Oversight of third-party trustees for trusts and wills that benefit agencies of the PCUSA. This includes reviewing trust and will documents, ensuring payments and statements are received timely, and that the trustee is fulfilling their fiduciary duties.
- Makes decisions affecting the ongoing administration of trust and investment management accounts of assigned accounts in accordance with Foundation policies and procedures.
- Fiduciary responsibility to ensure that the recipient and the remainder beneficiaries are treated fairly in accordance with federal and state trust laws.

### Major Duties and Responsibilities

This position is an integral part of the organization. A Trust Officer has the responsibility for the oversight of third-party trustees and investment management administration assigned to them. The Trust Officer must have extensive knowledge regarding the laws and regulations of trusts. Incumbent ensures third party trustees are fulfilling their duties and directs administration according to the conditions of the trust or investment management agreement. Establishes and maintains trustee and client histories through the administration of the trust and investment management accounts.

### Relationships

The Trust Officer is the primary contact for the third-party trustees and Foundation investment management clients. The Trust Officer reviews all the documentation pertaining to the account and consults as necessary with the Foundation legal and investment departments. In the case of the Investment Management account, the Trust Officer ensures that the administrative documents are signed and are in order prior to funding the account as well as administering the account per the directives of the client.

The Trust Officer is responsible for outside trusts that benefit agencies and institutions of the

PCUSA. The Trust Officer communicates with the third-party trustee to verify that the trust is being administered properly. The Trust Officer ensures all disbursements, statements, fees, and investments are accurate. The Trust Officer is responsible for reporting outside trusts to the Foundation, the proper agency or institution of the PCUSA and third-party beneficiaries.

### **Experience and Job Related Requirements**

- College degree or equivalent experience required with a preference for a juris doctorate degree or paralegal experience
- Minimum of 3-5 years working in a trust company as a trust officer preferred
- Certified Trust Financial Advisor (CTFA) certification is preferred, must be obtained within 5 years
- Must have knowledge of laws and regulations regarding trusts and investment management services
- Competence in estate planning, trust tax return review, and charitable giving issues and taxation
- Excellent people skills required
- Ability to respond to emerging needs, work on many diverse projects, and coordinate with diverse groups
- Excellent oral and written communication skills
- Proven organizational skills in computers, research, administrative and financial experience, specific planned giving vehicles, and tax benefits of outright and deferred gifts
- Strong commitment to details regarding legal, tax, charitable giving options
- Dedication to researching and pursuing legal/business decision-making, including reviewing trusts for potential business or legal problems and resolving those issues with the correct personnel
- Must be able to work well with inside and outside clients utilizing oral and written communications skills
- Possess the ability to plan well and to handle multiple tasks

### **Physical Requirements**

- Ability to communicate orally with management, co-workers, constituents, and public both individually and in a group/team environment
- Regular use of the telephone and e-mail for communication is essential
- Sitting for extended periods is common
- Hearing and vision within normal ranges are essential for typical conversations to receive ordinary information and to prepare or inspect documents
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

### **Work Environment**

- The job is performed indoors in a traditional office setting.
- Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.
- Some client travel may be required as needed.

Forward resume to Yveshia Klingman  
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Attn: HR Posting #23-1-01

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