

## **First Fiduciary Corporation – Vice President of Operations**

Hiring Company: First Fiduciary Corporation (FFC)

Are you a detail-oriented individual who enjoys working in a fast-paced environment?

Become a part of our growing company!

### **About First Fiduciary Corporation**

First Fiduciary Corporation (FFC) was the first professional fiduciary in Minnesota, founded in 1969. FFC is engaged by individuals, banks, attorneys and family members to offer advice or assistance with financial and care management issues, serving clients across the country with a wide variety of age and estate sizes. We act as Guardian, Conservator, Trustee, Personal Representative for Estates, Attorney-in-Fact, and other Fiduciary positions.

With over 50 years of experience, we have built a reputation as a trusted leader in the field of fiduciary and care management. FFC advocates at the national and state level for the rights of clients, and the transparency and accountability of guardians and conservators.

### **First Fiduciary Corporation – Mission Statement**

First Fiduciary Corporation is committed to providing the highest quality financial, care and estate services to ensure our clients' personal and financial goals are met.

### **Value Statements:**

- We are dedicated to working in the service of our clients' and their goals and wishes. We work in service to our clients' family and support network.
- We optimize the well-being and dignity of each individual.
- We work to the highest professional standards, including licensure and advanced degrees in related fields.

### **Job Title: Vice President of Operation**

City, State or Zip Code: Eagan, MN, 55123 USA

Job Description:

Status: Full-time Position

Start Date: December 1st 2021

Reports to: President

Employee Benefits: Competitive Salary and Benefits Package

### **Main functions:**

The Vice President of Operations supervises the daily operations of First Fiduciary Corporation. This includes oversight of supervisory, accounting, and administrative staff who directly engage in the fiduciary duties of trustee, personal representative, guardian, conservator, attorney-in-fact, health care agent, care manager and supportive decision maker. The ideal candidate would have an extensive background in estate, probate and trust law/ administration, leadership experience, and superb oral and written communication skills. The candidate must be able to generate and implement policy and procedures related to the services of the organization.

### **Duties:**

- Review and analyze legal documents and statutes to ensure the proper administration of trusts, estates, guardianships, conservatorships, power of attorneys, and health care directives
- Direct supervision and coordination of the organization's management team
- Direct and indirect supervision of trust, estate, and care managers including, but not limited to:
  - Frequent meetings with direct reports to review cases, performance, and mentor
  - Conduct staff training
  - Performance reviews

- Interviewing prospective employees and make hiring and termination decisions
- Directly manage a limited number of complex trust and estate files
- Serve as an authorized signor on client financial accounts
- Provide guidance and oversight over discretionary powers as trustee, guardian and conservator
- Develop and foster professional relationships with attorneys, financial advisors, and other professionals in both an on-going and referral capacity
- Oversight of current and development and implementation of future policy, and procedure for the organization
- Ultimate oversight of the timely completion of inventories, accountings, budgets, care plans and annual well-being reports as applicable
- Perform other duties as assigned

**Position Requirements:**

- Bachelor's degree is required; JD preferred
- In-depth knowledge of all fiduciary services provided by the company
- Minimum of 5 years' experience in the fiduciary service field either at a corporate fiduciary or law firm
- DHS background check

**Qualified Candidates should submit a Cover Letter, Resume and Salary Requirements to [HR@FFCorp.com](mailto:HR@FFCorp.com)**