

VICE PRESIDENT – CHIEF COMPLIANCE OFFICER



If you want to work with an industry leader, in a dynamic environment that fosters professional growth, we invite you to join our team. With over \$6 billion in assets under management, R.M. Davis is Northern New England's largest wealth management firm, with offices in downtown Portland, Maine, and Portsmouth, New Hampshire.

The position

We seek an experienced professional with a successful track record in managing the compliance program of an SEC-Registered Investment Advisory Firm.

Your skills

- A J.D. degree or equivalent, as well as extensive SEC regulatory experience. (J.D. degree strongly preferred, but we are willing to consider candidates with extensive SEC compliance experience.)
- A minimum of 5-10 years of compliance, legal and/or regulatory experience working with or for investment advisory firms. The ideal candidate will have experience in a similar role (or prior service on the SEC Staff), and credible expertise in federal securities law, including full command over the Investment Advisers Act of 1940 and rules thereunder.
- Willing to attain the Investment Advisor Certified Compliance Professional (IACCP) certification within 2 years of hire.
- Expert in written and oral communication and public speaking, with the ability to calibrate messages for a wide variety of audiences. Skilled also in analysis, problem-solving and critical thinking, with the ability to drive results in an environment that has evolving risks and finite resources to mitigate these risks.
- We seek a candidate with the proven ability to successfully lead work streams that require sustained cooperation and coordination between and among internal departments and external vendors.
- Your professional wisdom and judgment are essential to your role as a member of the Executive Team. Others will look to you for well-rounded legal, financial, operations, and business acumen, along with an entrepreneurial-minded approach to business.

Your responsibilities

Reporting to the President, you will manage, operate, and administer the Company's entire compliance program to meet SEC and DOL regulatory requirements, as well as state and federal

privacy laws, industry best practices, and adherence to high ethical standards. Your responsibilities include:

- Reviewing and interpreting current and prospective SEC/DOL/Privacy regulations that impact the business and design and implementation of changes in our compliance program to ensure compliance with regulatory developments, guidance, and industry best practices.
- Monitoring and conducting testing on the Firm's policies and procedures to determine the adequacy and effectiveness of the Firm's compliance program.
- Conducting routine, periodic, annual and special compliance reviews and maintaining well-organized systemic records of the Company's compliance program consistent with the recordkeeping requirements of the Investment Advisers Act of 1940.
- Preparing and filing all required regulatory filings and disclosure documents in a timely and accurate manner, such as Forms ADV, CRS, 13H, 13F, etc.
- Proactively maintaining "current" expertise in federal securities laws, as well as other federal and state regulatory policies impacting the Firm's fiduciary activities. Proactively communicating pertinent legal/industry developments relevant to compliance to senior management and the Board of Directors. Reporting at least annually to the Board of Directors as to the firm's regulatory compliance and "at risk" assessments and mitigation efforts. Providing advice, direction, education, and support to the Firm with respect to all fiduciary activities.
- Training firm personnel on regulatory compliance matters germane to their operating roles and their understanding and awareness of policies and procedures throughout the organization. This includes a comprehensive, company-wide annual training, as well as various other trainings throughout the year as policies and procedures evolve to adhere to new regulations or industry best practices. Participating in the employee "onboarding process," including design and execution of compliance training for new associates joining the firm.

In addition, the successful candidate will:

- Review and maintain the Company's compliance manual, policies, procedures and disclosure documents;
- Manage and coordinate SEC regulatory examinations and outside audits, including written responses, and interactions with regulators. Interface with examiners, outside legal counsel, and auditors as needed;
- Administer the firm's proxy voting process;
- Work with internal and external corporate legal counsel as needed on the handling of legal matters germane to risk management and the compliance program, including, but not limited to, vendor management and oversight, contracting processes, corporate insurance portfolio evaluation, client or employee complaints, leading, planning and execution of protections in the areas of data security, cybersecurity, disaster recovery, continuity of business, etc.;

- Serve as a Chair of the Firm's Compliance Committee and serve on such other Committees where the CCO's perspective is needed;
- Review all marketing materials;
- Conduct due diligence on outside public and private fund products and asset managers being evaluated by the firm's Investment Committee; and
- Serve as an industry thought leader as the company grows and expands. Participate in industry and regulatory forums to build relationships with industry leaders.

Your work environment

This position is located in our Portland, Maine office. For more than forty years, R.M. Davis has been a vital and respected member of Portland's business community. Our offices are in the historic Hay building in downtown Portland, just a few steps from the waterfront, restaurants, businesses and performance venues that define our city as one of America's most vibrant. Among the many accolades Portland has recently received:

- *Bon Appetit* magazine named us their [2018 Restaurant City of the Year](#).
- *Fodor's* named us one of their 52 global destinations in their [2020 Go List](#).
- *Conde Nast Traveler* recently profiled us in [14 Best Things to Do in Portland, Maine](#).

Why do people come to Portland? They like the big-city amenities in a small-city environment. There is easy access to the working waterfront, nearby beaches and, a little further off, lakes, mountains and excellent skiing. People in Portland truly get to know one another, and that familiarity makes living here a pleasure.

Your company benefits

- Competitive salary and bonus
- 401k plan with employer contributions
- 100% Company-paid employee health insurance and disability insurance
- Paid time off
- Paid parental leave
- Education reimbursement
- Company-paid, covered parking
- Professional downtown office setting
- Collaborative work culture

If this sounds like you, please send a cover letter and resume to:

R.M. Davis, Inc.
Attn: Denise Vigneault, Vice President - Human Resources
24 City Center
Portland, ME 04101
[***dvigneault@rmdavis.com***](mailto:dvigneault@rmdavis.com)