

Job Title: Director Fiduciary Services/In House Counsel

Location: Mechanicsburg, PA (In person)

Join a Team Where Excellence Meets Purpose

At LeTort Trust, we pride ourselves on fostering a culture of integrity, collaboration, and continuous growth. More than just a financial institution, we're a close-knit team dedicated to making a difference in the lives of our clients and the community we serve. As a boutique trust company, we combine industry-leading expertise with a personal, relationship-focused approach that prioritizes innovation, collaboration, and client success.

Our team is built on a foundation of mutual respect, transparency, and autonomy, creating an inclusive and dynamic environment where professionals feel supported and empowered. We emphasize work-life balance, recognizing that a healthy, fulfilled team is essential to delivering exceptional service. At LeTort Trust, you'll have the opportunity to lead with purpose, innovate with freedom, and shape both your career and the future of our company.

Here, you'll work alongside a collaborative leadership team that values your insights, encourages creativity, and supports your professional growth. In this role, you will have the unique ability to:

- **Influence Strategic Direction:** Work at the heart of decision-making, defining and implementing strategies that fuel growth and client success.
- **Lead with Autonomy:** Enjoy the freedom to innovate and make impactful decisions.
- **Create Meaningful Impact:** See the immediate results of your efforts while shaping the organization's trajectory.
- **Collaborate and Build Relationships:** Partner with a team that values transparency and a shared vision of excellence.

We offer competitive compensation, professional development opportunities, a comprehensive benefits package, and the chance to make a meaningful impact on our clients' financial and legacy planning. At LeTort Trust, excellence is recognized, contributions are celebrated, and leaders thrive. Your career here isn't just a job—it's an opportunity to leave a legacy while driving growth and innovation in a mission-driven organization.

Job Description:

The Director Fiduciary Services/In House Counsel will offer strategic planning and consultation on estate planning and trust administration, will spearhead the enhancement of our fiduciary services, and will manage the engagement of outside counsel for specialized legal matters. This leadership role requires a proactive, knowledgeable individual who can effectively navigate complex estate planning scenarios, foster a family office-like client experience, and ensure access to and collaboration with top-tier legal expertise.

Key Responsibilities:

- Lead estate planning and trust administration, providing expert advice and innovative solutions.

- Drive the development and refinement of fiduciary services to embody a comprehensive, client-centered approach.
- Strategically engage and oversee outside counsel for ERISA and general corporate law matters, ensuring the highest legal standards and compliance.
- Collaborate with internal teams and external advisors to deliver multidisciplinary client solutions.
- Stay informed on legal and industry trends to maintain the competitiveness and compliance of our services.

Who You Are:

- Internally motivated self-starter who continuously strives to see projects through to completion.
- Someone who can oversee multiple competing priorities to ensure deadlines are always met.
- Ability to communicate in an open, clear, and effective manner.
- Detail-oriented, precise, and very organized approach
- Strong data entry skills and the ability to work across multiple databases and systems are a plus.

Qualifications:

- Juris Doctor (JD) with current licensure in Pennsylvania.
- Proven experience in estate planning and trust law, with a preference for candidates familiar with ERISA and corporate law.
- Demonstrated ability to manage external legal relationships and resources.
- Excellent leadership, analytical, and communication skills.

How to Apply:

Submit your resume and cover letter to letort@letorttrust.com with "Director of Estate Planning and Fiduciary Services" in the subject line.

LeTort Trust was formed as an Independent Trust Company to create a highly specialized wealth management firm combining the investment resources of a large firm with the highly personalized service found in a boutique wealth management company. LeTort Trust has been serving the central PA market since 2002, providing business owners, executives and individuals with a wealth of experience in retirement plan services, investment management and personal trust industries. For further information on LeTort Trust, please visit our website at www.letorttrust.com.

LeTort Trust is an Equal Opportunity Employer and considers all qualified applicants regardless of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or other classification protected by law.