

HEAD OF TRUSTS, ESTATES & VALUATIONS

New York

The Head of Trusts, Estates & Valuations will lead and manage a team of Account Managers and be responsible for all aspects of consignments, including cultivating strategies around sourcing, and all aspects of valuations, including serving as a resource for quality assurance of international valuations. The successful candidate will display a high level of entrepreneurialism, teamwork and client service and have relevant experience. Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

People Management:

- Manage a team of Account Managers, departmental support roles and seasonal interns.
- Undertake performance reviews for this group and provide mentoring, training and coaching.
- Serve as the internal trusted advisor for all valuation-related matters.
- Provide department oversight, including troubleshooting across all aspects of departmental delivery, serving as a point of escalation and guidance on assigning projects, including cross-departmental or high-volume situations.
- Partner with all stakeholders across the business, with an emphasis on sale departments, to ensure seamless collaborations.

Valuations Management:

- Alongside the Trusts, Estates & Valuations leadership team and Client Strategy, set a medium to long-term cultivation and target strategy for valuations as a top client service tool.
- Act as a point of escalation on all valuations matters for the business.
- Further develop reporting capabilities and devise a reporting cadence to the business on department's productivity, successes and opportunities, including value, conversion rate, opportunities.
- Monitor valuation workflow, including regular auditing of processes, developing and recommending changes where needed.
- Review and oversee all valuations produced within the United States/North America to ensure they adhere to USPAP and Phillips global standards; including record keeping, justifications and paperwork/declarations.
- Coordinate, oversee and manage valuations for insurance, probate and disposal purposes. This involves the arranging of valuation visits and liaising with the specialists to carry out these valuations.
- Field enquiries from referral sources regarding the appraisal process, conduct walkthroughs for potential appraisals and consignments, and ensure appraisals are completed and finalized in a timely and professional manner.
- Identify and integrate IT solutions which improve appraisal workflow, including updates to the Valuations system as needed.
- Work closely with in-house legal team to ensure appraisal documentation is current and adhered to by clients and the business.

Consignment Management:

- Manage potential consignments from start to finish; undertake initial review, organize onsite visits, ensure Selections for Sale and Proposals are completed in a timely manner and by agreed deadlines.
- Work with internal stakeholders to ensure financials are addressed, delivery of documents, pitch presentations, and collection of property.
- Work closely with Phillips' in-house legal team to ensure contracts are accurate and delivered in a timely manner.
- Ensure all marketing and authentication is completed as outlined in the consignment agreement.
- Cultivate partnerships with dealers, advisers and auction houses to dispose of client property in areas not covered by Phillips.

Professional and Advisor Service development opportunities

- Work with senior staff on outreach to professional referral sources.
 - Attend Trusts and Estates Conferences, industry events, and Phillips sponsored events as needed.
 - Be a trusted partner for professional referral sources and build a book of business from referral sources.
 - Perform any other ad-hoc duties as needed or requested.
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Professional Skills and Experience

- Masters or professional degree, preferred.
 - 10+ years' experience in legal, insurance, auction or advisory field.
 - Knowledge of Art History preferred.
 - Computer literate and proficient in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required.
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Personal Attributes

- Driven and entrepreneurial with a proven ability to initiate business and track record of success.
 - Ability to work professionally and collaboratively with all other areas within the business.
 - Ability to obtain high standard of integrity and handle confidential information discreetly and responsibly.
 - Proactive with excellent project management and organizational skills.
 - Ability to operate with grace under pressure while delivering excellent work product.
 - Ability to handle confidential information discreetly and responsibly.
 - Ability to work individually on own initiative as well as leading, motivating and managing a team.
 - Ability to learn Phillips' internal programs, systems and software.
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Working Conditions

- Work is undertaken primarily within an office environment in our 432 Park Avenue New York City location.
 - Flexibility with working hours including some evenings and weekends.
 - Visits and travel to client sites required.
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Additional Info

- The annual salary range for this position is \$120,000-150,000.
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To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/322?source=aWQ9MjM%3D>. Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.