



Job Description

Job Title: Manager of Investor Relations & Development
Department: Strategic Initiatives
Reports To: Director of International Strategic Initiatives
FLSA Status: Exempt
Band: E (\$65,000 - \$82,000)
Approved By: TJ Villamil
Approved Date: August 22, 2023

BASIC PURPOSE:

The Manager of Investor Relations & Development is responsible for fostering long-term relationships with investors and actively promoting the value proposition of SelectFlorida, seeking out and recruiting a yearly predetermined number of new investors to partner with SelectFlorida and have some investors join SelectFlorida's Board. Furthermore, the obligations include planning and managing investor events and Board Meetings, providing an exceptional investor experience with the organization, and overseeing the back-office operations to ensure seamless engagement with our investors and partners.

ESSENTIAL ACCOUNTABILITIES or TASKS:

1. Investor Relations & Development Strategy:
 - Develop a comprehensive investor relations strategy, encompassing engagement, marketing, events, and revenue generation.
 - Identify and engage new potential investors and partners, presenting the benefits of board participation, and securing their commitment to support the organization's goals and initiatives, including fundraising for SelectFlorida events.
 - Recruit a specified number of new investors yearly to serve as board members for the SelectFlorida Board.
 - Identify and retain existing investors, ensuring their ongoing engagement and satisfaction.
 - Achieve quarterly and yearly specified revenue targets.
2. Investor Events and Onboarding:
 - Manage investor events/board meetings from inception to execution, including venue selection, sponsorship sales, vendor procurement, always following board protocol.
 - Create an efficient and personalized onboarding experience for all new investors to cultivate strong relationships from the start.
3. Investor Communication and Reporting:
 - Prepare and deliver organizational communication materials and ad-hoc analyses to keep investors informed and engaged.
 - Track and report on key investor data, ensuring timely and accurate updates for decision-making purposes.
 - Serve as the main point of contact for the Investor and Fundraising Committee and report to the board of directors on investor-related matters.
4. Investor Documentation and Financial Commitments:

- Manage and update investor documentation, ensuring all records are up-to-date and easily accessible.
- Invoice investors and follow up on financial commitments, maintaining a high level of attention and responsiveness.
- 5. Relationship Management and Support:
 - Cultivate strong partnerships with investors and partners, advocating for our organization and building trust with internal and external stakeholders.
 - Provide support to investors and partners, addressing any issues or concerns promptly and professionally.
- 6. International Trade & Business Development
 - Collaborate with the Trade, FDI, and BD teams to support business recruitment, expansion, and retention activities as needed.
- 7. Process Optimization:
 - Streamline operational processes to enhance the funder and donor experience and improve overall efficiency.

SUPERVISION:

Not applicable for this position

MINIMUM QUALIFICATIONS REQUIRED:

- Undergraduate degree in a related field
- At least 3 years of experience in fundraising or investor relations, preferably within a non-profit setting or economic development organization.
- Strong communication skills, including writing, proofreading, and speaking.
- Excellent interpersonal and persuasive skills, with the ability to make investors feel valued and inspired to contribute.
- Strong project and process management skills, capable of multitasking and prioritizing deadlines effectively.
- Demonstrated relationship-building skills to establish credibility, trust, and strong partnerships with stakeholders at all levels.
- Proficiency in CRM software and the ability to analyze and develop reports.
- Attention to detail, self-motivated, and capable of working both independently and as part of a team.
- Proactive results-oriented and problem-solving skills, maintaining confidentiality and handling politically sensitive information tactfully.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Takes initiative, works independently, and makes responsible decisions.
- Self-sufficient and organized, able to work with urgency under deadline pressure and remain flexible.
- Demonstrates diplomacy, patience, professionalism, and tact in all interactions.
- Possesses sound work ethic and flexibility to adapt to changing circumstances.
- Experience with Cvent or other event management software is preferred but not required.
- Experience with Salesforce is preferred but not required.

TO APPLY CONTACT:

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