

Investor relations & events coordinator

(Last Updated October 2023)

JOB OVERVIEW

Greater Sacramento Economic Council is looking for a full-time Investor Relations & Events Coordinator for our fast-paced non-profit. This position will help to manage numerous public and private sector stakeholders. This role will report directly to the Chief Performance Officer and support the organization's relationships with investors, prospects and community engagement events. Responsibilities range from event and meeting management to supporting all investor related activity.

DUTIES AND RESPONSIBILITIES

- Support the President & CEO and Chief Performance Officer on key communications, meeting scheduling and investor related activities
- Work with the Chief Performance Officer on creating and maintaining investor-related collateral – presentations, investor roadmap, and more
- Support the management and maintenance of CRM database and investor related project software
- Assist the Chief Performance Officer with conducting prospective investor research and prospect profiles
- Provide the highest level of service to existing and prospective investors
- Collaborate on planning and supporting investor related meetings and community engagement events
- Complete special projects as assigned

REQUIREMENTS, QUALIFICATIONS AND DESIRED TRAITS

- Bachelor's degree; 1-2 years of experience in either executive-level administration or investor relations/marketing/event roles
- Experience in planning and managing events
- Sharp, confident multi-tasker who is flexible, proactive and adapts quickly in a fast-paced team-oriented work environment.
- Highly proficient computer skills. Specifically, Microsoft Office applications (i.e. Word, PowerPoint, Excel, etc.)
- CRM database and investor portal experience is a plus.
- High degree of integrity and discretion regarding confidential information and data
- Highly organized with ability to prioritize tasks efficiently, maintain meticulous attention to detail, and manage multiple projects/relationships.
- Goal oriented work ethic with a pragmatic approach to problem solving and follow-through.
- Ownership mentality, action-oriented self-starter.
- Excellent interpersonal skills; strong and effective verbal and written communication skills.

APPLICATION INFORMATION

Salary range: \$30.00 - \$36.50 per hour. Qualified candidates should respond by sending a cover letter and resume to hr@greatersacramento.com.