

Investor Engagement Coordinator

(Last Updated January 2024)

JOB OVERVIEW

Greater Sacramento Economic Council (GSEC) is looking for an Investor Engagement Coordinator. This role will report directly to the Chief Performance Officer and support the organization to attract investment, maintain investor engagement and coordinate investor events. This position requires someone to be able to work at a fast pace, pay great attention to detail and have the ability to balance multiple priorities and meet deadlines.

DUTIES AND RESPONSIBILITIES

- Under the guidance of the Chief Performance Officer, assist with identifying investor prospects for the Board of Directors and Competitiveness Council.
- Maintain all investor related records in organizational databases, including prospect records, investment tracking and maintaining contact records and distribution lists.
- Assist with project management, including message and design of investor materials, development of investor communications and design of and participation in investor meetings.
- Support in planning and organizing successful investor meetings, Board and council meetings, as well as other executive events, including logistics and outreach.
- Support the Chief Performance Officer on creating and maintaining investor-related collateral – presentations, investor roadmap, and more.
- Provide the highest level of service to prospective and existing investors.
- Collaborate with the management team to prepare written proposals, case statements, grant applications and other materials necessary to secure investments.
- Apply, monitor and track, and provide reports as required for investor grants and potential new grant applications.
- Complete special projects as assigned.

REQUIREMENTS, QUALIFICATIONS AND DESIRED TRAITS

- 1-2 years of experience in either executive-level administration or investor relations/marketing/event roles.
- Advanced knowledge with Microsoft Office programs (outlook, word, excel, PowerPoints) and Adobe.
- Exceptional standard of quality, attention to detail and follow-through.
- Exceptional written and oral communication skills.
- Ability to balance multiple priorities at once to meet deadlines.
- Experience with CRM and Monday.com a plus
- Grant writing experience
- Ownership mentality; self-starter.
- Sharp, confident multi-tasker who is flexible, proactive and adapts quickly in a fast-paced environment.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to travel for meetings with investors.

APPLICATION INFORMATION

Salary range: \$30.00 - \$36.50 per hour. Qualified candidates should respond by filling out the application [form](#).