



Tampa Hillsborough Economic Development Corporation Job Description

Department: Investor Relations
Position: Investor Relations Manager
Reports to: VP, Investor Relations and Development
Status: Full-Time, Exempt

Summary of Responsibilities

Under the leadership of the VP – Investor Relations and Development, the Investor Relations Manager will serve as the secondary contact for Investors of THEDC and will be responsible for managing investor retention and engagement activities and supporting the VP, Investor Relations and Development in maximizing investor engagement and minimizing investor attrition. This position will maintain programs and information that will serve to recruit and sustain private funding of the organization and maximize investor engagement.

Essential Functions

Investor Relations

- Support the effective communication of THEDC mission and strategic goals to all investors.
- Maintain relationships with EDC investors to ensure retention, identify upgrade potential and in-kind opportunities by developing, communicating and tracking a formal, written individualized plan for each investor.
- Develop, manage, track (through the use of Salesforce) and be accountable for individual quantifiable goals for investor contact.
- Manage and track through the use of Salesforce, the organization-wide investor contact program, including working with the VP, Investor Relations and Development to identify the appropriate staff member to be assigned to the investor, working with staff members to determine appropriate level and methodology and participating in an on-going communication with staff members to identify areas of opportunity and/or risk.
- Manage internal on-boarding process for new THEDC investors complete with an onboarding checklist, organizational committee contacts (where relevant), and work with VP, Investor Relations and Development on communication to staff and introductory meetings for new investors with the appropriate THEDC.
- Work with VP, Investor Relations to ensure the effective communication to all investors regarding opportunities for them to be involved, standing committees, ad-hoc committees, etc.
- Work with VP, Investor Relations to suggest marketing opportunities for showcasing investors through collaboration with the marketing department on items such as collateral, social media, newsletters and other marketing opportunities.
- Lead the planning and development of THEDC meetings and events, including, but not limited to, assisting in the development of sponsorship packages, assisting in the identification of potential partners and, as needed, securing sponsors.

- Lead efforts to ensure that meetings and events are properly communicated to all investors and make personal invitations where appropriate.

Financial & Administrative

- Manage billing and collections for Investor membership and other revenue as appropriate.
- Maintain detailed A/R report for investor membership revenue.
- Ensure that communications to investors with outstanding balances occurs according to the collection policy and that those communications have been recorded in SalesForce.
- Provide accurate and timely information regarding investors, including financial and other, for inclusion in the THEDC's meetings and presentations.
- Participate in professional development opportunities that will enhance opportunities for success in the position.

Preferred Qualifications and Competencies

- Ability to think strategically and to utilize proven member/donor management concepts.
- Ability to communicate proficiently and effectively both written and verbally at all levels of organizations, especially C-Suite executives.
- Self-starter with minimal need for supervision.
- Excellent use of good judgment and the ability to make well thought out decisions that are in the best interest of the organization.
- Ability to establish working relationships with local businesses, community leaders, elected officials and local associations.
- Ability to work within a network of allies and partners to manage effective business, community and government relationships.
- Must possess exemplary skills in leadership, interpersonal relations and ethics.
- A high-level of professionalism and ability to gain the trust of staff, investors and community partners.
- Considerable knowledge of proven marketing and communication techniques.
- Considerable knowledge of the Microsoft Office suite as well as CRM systems.
- Bachelor's degree with a major in business, management, sales or related field.
- Preferred 2 years of experience working in membership/donor relations or related field.

Working Conditions

- Occasional travel for meetings, community/industry events or to attend seminars.
- Some evening and weekend work may be required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. You may be asked by supervisors or managers to perform other activities and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. All applicants are subject to pre-employment drug and background screenings.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time for any reason.

Interested candidates should email a resume and cover letter to hr@tampaedc.com.