

Investor Relations Associate

Job Type

Full-time

Description

Full-service, commercial real estate firm that delivers highly specialized Asset Management Services and focuses primarily on Manufactured Housing and Self-Storage. We own and operate over 75 properties across 23 states. We are seeking innovative, passionate, and motivated individuals looking for an opportunity to join a fast-growing organization with tremendous professional growth opportunities.

We are looking for an Investor Relations Associate to work alongside the team, reporting to the Vice President of Investor Relations, and continue to grow the Firm's market presence. We are a fast-paced organization which has grown rapidly since its inception in 2014. With over \$200 million in equity under management and plans to more than double that in the next 12 months, we are looking for a team member who can help us share the vision with our current and potential investor base. Our Firm is known for providing a space where your contributions are valued, your ideas are heard, and the value you provide is recognized via career and financial opportunities.

*****THIS IS NOT A REMOTE (WORK FROM HOME) POSITION. THIS IS AN IN-PERSON POSITION IN OUR SUMMERLIN, NV OFFICE*****

INVESTOR RELATIONS ASSOCIATE BENEFITS:

- Starting Salary of \$45,000-\$55,000
- Full-Time
- Generous Monthly Bonus Opportunities
- Medical benefits in the amount of \$500 per month
- Dental, Vision and other supplementary benefits available
- Holiday Pay
- Paid Time Off (PTO)
- Work/Home Life Balance
- Collaborative and supportive team environment
- Exposure to senior and executive leadership

INVESTOR RELATIONS ASSOCIATE RESPONSIBILITIES:

- Manage individual book of business to develop existing and potential relationships; tasks may include administrative support, phone calls and email communications, in-person meetings, conveying investor needs to VP of Investor Relations
- Respond to existing and potential investor inquiries and maintain CRM
- Work with VP of Investor Relations to develop and distribute internal and external reporting, campaigns, and other communications
- Interact with various departments to understand and articulate the business strategy and performance
- Communicate business strategy to potential investors via email, phone/video, or in-person meetings
- Outbound calls to develop relationships with new high-net-worth individuals, family offices, RIAs, and other potential investors
- Participate in planning and execution of any investor relations events including annual meetings, pitch meetings, webinars, and out-of-state events

INVESTOR RELATIONS ASSOCIATE QUALIFICATIONS:

- B.A. in business, accounting, finance or related field OR 2 years of related experience
- Minimum 3 years in customer service experience, leadership experience preferred
- Ability to express strategic, financial, and operational results both verbally and in writing
- Comfortable managing multiple tasks with various priority levels to meet deadlines and assure prompt responses to any inquiries
- Demonstrates a collaborative approach in dealing with various stakeholders