



ELEVATING BUSINESS. EMPOWERING COMMUNITY.

<b>Job title</b>	<i>Investor &amp; Community Relations Manager</i>
<b>Reports to</b>	<i>President &amp; CEO</i>
<b>Job Type</b>	Full-Time Exempt
<b>Salary Range</b>	\$35,000-\$50,000 + Renewals and Commissions, depending on experience and qualifications (A successful candidate has the potential to make <u>COMBINED</u> base pay, commissions, and bonuses of \$50,000-\$70,000+) + Generous benefit package

### Job purpose

The mission of the Longmont Economic Development Partnership, a 501c (6) public/private non-profit organization, is to lead a comprehensive, collaborative economic development strategy to promote and strengthen our community's economic health.

The role of the Investor & Community Relations Manager is to attract new investors, retain existing investors, raise sponsorship dollars for events, and support periodic capital campaigns.

### Duties and responsibilities

The primary duties and responsibilities of the Investor & Community Relations Manager position include:

- Recruiting new investors and retaining existing investors, according to the Longmont EDP annual budget and annual goals set in the annual commission plan. The commission plan is reviewed annually.
- Preparing annual strategy and implementation plan for investor recruitment and retention in conjunction with the Longmont EDP CEO.
- Act as key liaison between senior leadership and key investors and community partners.
- Support strategy and implementation for Longmont EDP capital campaigns.
- Run all investor programs including sponsorships for all Longmont EDP events.
- Monitor investor representation on Longmont EDP committees to maximize investor engagement.
- Provide all ongoing communication with investors through one-on-one meetings, telephone conversations, investor briefings, and communication materials (printed and electronic).
- Retain existing investors and manage investor involvement through monthly contact and personalized service.
- Engage Longmont EDP staff and Board leadership in recruitment and retention efforts.

- Assist CEO and staff in public speaking engagements whenever necessary to market Longmont EDP to the community and its partners.
- Manage and maintain investor database with the most current investor information.
- Coordinate with Vice President/COO for budgeting and accounting of investor revenues.

## **Skills & Qualifications**

The minimum skills and qualifications required to perform the duties of the Investor & Community Relations Manager position at Longmont Economic Development Partnership include:

- Demonstrated track record in sales and customer relations in a non-profit or business setting
- Minimum of three years' experience in an economic development, chamber of commerce, or industry association environment with an emphasis in investor/member development, retention and fundraising or equivalent direct business experience, preferably in sales and customer service
- Bachelor's degree in a related field required
- Excellent interpersonal and telephone skills
- Strong business writing skills
- Thorough knowledge of MS Office software, including: Outlook, Word, Excel, and PowerPoint
- Experience with CRM database software
- Ability to develop relationships and inspire confidence, trust, and respect from internal and external contacts, as well as to maintain a dialogue and communication with them
- Ability to convey information via highly discreet, trustworthy interactions internally and externally
- Exhibit excellent judgment regarding people and information.
- Ability to speak knowledgeably on economic development, public policy, and community issues
- Excellent communication skills, including public speaking
- Familiarity with working in a non-profit setting and experience working in the Metro Denver/Boulder County/Northern Colorado/Longmont business communities preferred
- Ability to work in teams, as well as ability to recruit and manage volunteers
- Willingness to pitch in on the small tasks, as well as take a lead on larger projects
- Demonstrated leadership skills and the ability to operate independently and proactively
- Proven track record of closing deals and ability to facilitate professional relationships and connect investors
- Strong organizational and time management skills with exceptional attention to detail
- Flexible and adaptive style; a leader who can positively impact both strategic and tactical initiatives
- High energy and passion for Longmont EDP's mission

### **Working conditions**

The Investor & Community Relations Manager position at Longmont Economic Development Partnership is a full-time position. The organization offers flexible scheduling options to meet the needs of the employee while also ensuring job duties are completed effectively and efficiently and all deadlines are met. Standard hours of operation are 8:00 a.m.-5:00 p.m. Monday through Friday, but occasional early morning, evening, and weekend hours may be required. Some of the activities of the organization, and this position, may require attendance at events and meetings outside of the office. Reliable transportation and a valid driver's license are required. Some travel outside of the state of Colorado may be required.

### **Physical requirements**

The duties of this position are primarily conducted in an office environment. Candidates for this position must be able to remain in a stationary position the majority of the time, but may be required to occasionally move about the office to access files, office equipment, etc.

### **Direct reports**

The Investor & Community Relations Manager directly reports to the President/CEO.

Approved by:	
Date approved:	
Reviewed:	