



## **Investor Relations Coordinator Position Announcement**

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San Diego Regional Economic Development Corporation is seeking a qualified candidate for the position of Investor Relations Coordinator.

EDC has an immediate opening for a full-time professional with strong communication skills, detailed-oriented, self-motivated personality, and a proven flexible team player, as well as the ability to interface effectively with C-level executives. Recent college graduates with work experience (relevant internships acceptable) and a degree in business, marketing, or public relations will be considered. Knowledge of MS Office software – experience with QuickBooks and Access highly desirable.

This position is responsible for supporting aspects of Investor (member) Relations program and general operation functions. Position reports to the Chief Operating Officer and works closely with the Director of Accounting.

For more than 50 years, EDC has provided leadership by implementing strategies that set the San Diego region apart as a thriving center of technology and entrepreneurship, built upon a knowledge-based economy, a culture of innovation, and an unparalleled lifestyle. With funding from 150 of the region's largest companies, our mission is to strengthen San Diego's diverse economy to compete in the global marketplace, and to position our region as the world's premier business location. Additional information can be found at [sandiegobusiness.org](http://sandiegobusiness.org)

EDC offers a collaborative working environment in San Diego's vibrant downtown. Salary Range: \$38,000 to \$42,000 depending on experience. All positions come with an excellent benefit package. Please send cover letter and resume by April 6 via email to Catherine DeYoung [cd@sandiegobusiness.org](mailto:cd@sandiegobusiness.org).



## **Investor Relations Coordinator**

### **Position Description**

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#### **General Function**

Responsible for supporting aspects of investor relations (member) program and general accounting functions. Position reports to the Chief Operating Officer and works closely with the Director of Accounting.

#### **Responsibilities**

##### *Investor Relations (60%)*

- Prepare monthly correspondence with investors (members).
- Oversee accuracy for membership database.
- Support logistics – catering/venue and invitations – for monthly member lunches.
- Support logistics for two large events: MFG Day Reception and annual leadership trip including:
  - Secure contracts for venues, food/beverages, audio/visual and other onsite needs.
  - Coordinate invitations, email announcements and guest registrations.
  - Prepare invoices, track expenses and payments.
  - Leadership trip planning requires travel to destination city.

##### *Operations/Accounting (40%)*

- Prepare renewal invoices, maintain accounts receivable and payment received reports, and generate collection calls and late payment notifications, as necessary.
- Prepare invoicing for special projects and track payments.
- Assist with reports for compliance with grants and contracts.
- Maintain accuracy of QuickBooks and GL accounts.
- Process payments, and maintain cost center tracking form.
- Audit vendor maintenance forms for accuracy, proper approval and required backup.
- Monitor team expense reports for compliance with policies.
- Prepare payments and GL report for c3 and c6 organizations.
- Assist with annual audit preparation.

#### **Skills and Qualifications**

Position requires excellent writing and interpersonal skills; exceptional attention to detail; ability to prioritize and meet deadlines; as well as a strong sense of discretion with confidential documents. Requires knowledge of MS Office software including QuickBooks Accounting and Microsoft Access. Bachelor's degree and commensurate experience in business administration, marketing, public relations, or nonprofit organization preferred.