



Investor Relations Manager Position Announcement

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

EDC has an immediate opening for a full-time professional with strong communication skills, client focused approach, self-motivated personality, and a proven flexible team player, as well as the ability to interface effectively with C-level executives. Minimum of two years of experience in business organization, or public relations is required. Thorough knowledge of MS Office software – experience with QuickBooks and Access highly desirable.

This position is responsible for managing all aspects of Investor (member) Relations program and general operation functions, as well as supervision of a part-time receptionist. 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. In cooperation with 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

EDC offers a collaborative working environment in San Diego's vibrant downtown. Salary Range: \$48,000 to \$53,000 depending on experience. All positions come with an excellent benefit package. Please send cover letter and resume by Friday, March 16 by email to cd@sandiegobusiness.org.

Position Description

General Function

Responsible for managing aspects of investor relations (member) program and general operation functions, as well as supervision of a part-time receptionist. Position reports to the Chief Operating Officer and works closely with the Director of Accounting.

Responsibilities

Investor Relations

- Assist with implementation of organizational development plan, as well as execute member relations marketing strategy, including production of collateral materials.
- Prepare monthly correspondence with investors (members).
- Oversee accuracy for membership database.
- Cultivate prospective investors and assist team with recruiting and retention activities.
- Manage monthly events for members.
- Manage logistics for MFG Day event 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.

Operations/Accounting

- Supervise part-time receptionist, 15-20 hours per week.
- 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 or public relations or related field preferred.