



JOB POSTING

Job Title: **Investor Relations Manager**
Position Reports To: **Chief Corporate Relations Officer**

The Allegheny Conference on Community Development is one of the nation's leading economic and community development organizations. The Conference brings together public and private sector leaders around a shared regional agenda designed to improve the economic future and quality of life of the 10-county Pittsburgh region. Collectively, the Conference and its affiliates – the Greater Pittsburgh Chamber of Commerce, the Pennsylvania Economy League of Greater Pittsburgh and the Pittsburgh Regional Alliance – work as one to drive research and analysis, advocacy and marketing efforts that enhance the region's competitiveness and attract business investment and talented individuals to the region.

OBJECTIVE

This position provides important managerial and tactical support to Investor Relations (IR) and Corporate Relations teams.

PRIMARY RESPONSIBILITIES

- Supports the Senior Director, Investor Development with prospective & new members of the Allegheny Conference Regional Investors Council, including conducting research to identify prospects for membership, arranging calls and meetings, and participating in development calls as needed; preparing background materials for pitch meetings, and maintaining timely records of prospect pipeline in CRM.
- Supports the Director, Investor Relations with the engagement of members of the Allegheny Conference Regional Investors Council, including serving as a second point of contact for existing members. Provide support in the organization of events such as Chairman's Roundtables, Executive Welcome and CEO Roundtables, including oversight of invitations, RSVPs and day of event execution.
- Supports the operations of the Investor Relations department through the maintenance of the CRM for prospect and engagement tracking. Maintains "call reports" within CRM, assuring that reports are entered appropriately and reminders are sent to the IR team, Senior Team or Program Managers for follow-up.
- Supports Senior Vice President, Public Affairs in advancing special projects and agenda development with logistical coordination of Strategic Communications Committee meetings and other cross-organizational working groups, including agenda development events and meetings. This includes identifying and coordinating with venues; determining staffing and other support needs for meetings and events; tracking responses; preparing agendas, materials and developing mailing lists.
- Provides oversight of Investor/Corporate Relations Coordinator in organizing and orchestrating onsite/offsite and domestic/international meetings of various types from small staff meetings to complex meetings, familiarization tours, etc. This includes planning and staging of logistics.

- Participates in the editing and proofreading of materials produced by the Investor and Corporate Relations team.
- Supports the production and administration of the International ATHENA Awards Program Luncheon, including the host Committee, subcommittees, collateral and events.
- Oversees Investor/Corporate Relations Coordinator in assisting with the weekly production of “Our Region’s Business”.
- Contributes to the efficiency of the organization by performing other duties and participating in special projects as assigned.

SKILLS & EXPERIENCE

- Education:** Bachelor’s degree in marketing, communications or business administration preferred or commensurate experience.
- Knowledge:** Familiarity with business development, communications, and event planning and execution. Knowledge of Pittsburgh region a plus.
- Experience:** Minimum of 3 years experience in business development, sales, or event planning. Experience with a CRM Required.
- Skills:**
- Project management, time management and organizational skills
 - Strong written and oral communication skills, including professional editing competencies and overall attention to detail
 - Ability to work and thrive in a multi-tasking and multi-deadline environment
 - Ability to balance and prioritize requests from a variety of sources, both internal and external
 - Strong interpersonal and customer service skills with the ability to work effectively with a wide range of internal and external clients and exercise sound judgment, maturity and diplomacy
 - Self-starter with solutions-oriented attitude and proven ability to work in team environment
 - Proficiency in MS Office suite

Please send resume and salary requirements to hrdept@alleghenyconference.org