



JOB POSTING

Title: **Director, Investor Development**
Position Reports To: Chief Corporate Relations Officer

The **Allegheny Conference on Community Development** is one of the United States' foremost civic leadership organizations. For more than 70 years, the Conference has been bringing together public and private sector leaders in the Pittsburgh region. Through the support of the members of the Allegheny Conference Regional Investors Council, we are improving the economic future and quality of life of the 10-county Pittsburgh region. The Conference is the parent of three affiliate organizations, each playing a vital role in carrying out the Conference's agenda.

OBJECTIVE:

This position is responsible for business development and engagement within the Investor Relations Group of the Conference with a particular emphasis on membership recruitment and retention. This position supports membership outreach, sponsorship development, and assists in relationship management for corporate and foundation supporters. He/she is also expected to contribute to the tactical development of the Conference agenda and identify new opportunities for funding. This position reports to the Chief Corporate Relations Officer.

PRIMARY RESPONSIBILITIES:

- Assists in the development and execution of the Conference's annual fundraising plan.
- Researches, qualifies and develops pool of prospective investors of the Regional Investors Council (RIC); responds to all inquiries from prospective corporate investors and ensure prospects are educated on the Conference's strategic plan.
- Coordinates all new member orientation meetings and participates in such meetings as required.
- Serves as key point of contact with Regional Investors Council and prospects on matters relative to Corporate Relations' development activities.
- Works closely with Controller to provide accurate updates on corporate fundraising to be communicated to Conference's management team.
- Works closely with Chief Corporate Relations Officer and Director, Investor Relations to research potential board, committee and working group candidates.
- Maintains all communications to existing and prospective members within CRM system.
- Works with communications team to update marketing materials for prospect meetings.
- Supports Chief Corporate Relations Officer in developing and sale of sponsorship packages for programs and events, support internal membership events team to assure quality of events.
- Supports Chief Corporate Relations Officer on fundraising activities, including roundtables hosted by the Conference's chairman for the purposes of recruitment and retention, generate prospect lists for invitation to these events.
- 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 business administration, communications or equivalent experience required.
- Knowledge:** Familiarity with accounting & budgeting process. Experience with CRM products desirable. Some familiarity with public policy and economic development issues in southwestern Pennsylvania desirable. General knowledge of the Pittsburgh region, specifically within the business community highly desirable.
- Experience:** At least 5 years of progressively responsible experience in administrative management, board or investor relations and/or fundraising required. Proven successful track record in membership development/sales.
- Skills:** Foster and maintain relationship in all levels of an organization, including C-suite executives
Ability to soft sell, close and network with investors
A self-starter who can work autonomously, while being an energetic, efficient and a resourceful team player
Excellent oral and written communications skills
Excellent organizational and interpersonal skills
Polished presentation skills; ability to clearly articulate company mission
Ability to balance multiple priorities
Self-disciplined and goal oriented
Strong attention to details and deadlines
Wide degree of creativity and latitude is expected
Proficiency in MS Office suite

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