



## JOB DESCRIPTION

Working Job Title: Vice President, Investor Relations  
Position Reports To: President, Pittsburgh Regional Alliance

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[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.

The Conference markets the Pittsburgh region for business investment and job creation while championing public policies to improve its competitiveness. By bringing together more than 300 [Regional Investors Council members](#) and leadership from across the region, the organization defines southwestern PA's near- and long-term opportunities and challenges; identifies solutions to capture these opportunities and meet these challenges; and mobilizes the public, private and non-profit sectors to achieve results.

The Conference's goal – as it has been for almost 75 years – is to do this job better today than we did yesterday, while thinking and working together to create a next generation economy for all for the future.

**Our Values:** As Conference employees, we have key roles to play in shaping the region's future. In this important work, we will be:

### **United as one team to move the region forward**

- **Aware** and **Inclusive** of others' perspectives, expertise and talents
- **Purposeful** in our behaviors, actions and work streams
- **Innovative** and willing to take risks
- **Passionate** about excellence and measurable Impact
- **Enthusiastic** about our work and achievements

**OBJECTIVE:** The Vice President, Investor Relations leads the life cycle of outreach, engagement, acquisition, customized relationship management, and retention strategies with investors, sponsors, and related funders supporting the primary revenue base for the Allegheny Conference on Community Development ("Conference"). The position partners with the CEO, Senior Leadership Team and other internal stakeholders to develop engagement strategies, refined and consistent external partner messaging, business development opportunities, and sponsorship opportunities for the existing and prospective investment community. S/he is responsible for tracking and reporting to the CEO and Senior Leadership on development opportunities and business risks, while recommending strategies to engage, address, and/or mitigate. S/he is responsible for meeting annual revenue targets that fund the majority of the Conference's annual operating budget. The Vice President, Investor Relations supervises two direct reports in the execution of fundraising and relationship management deliverables.

**RESPONSIBILITIES:**

**Retention of Membership**

- Leads the development and execution of the quarterly and annual strategy for engaging and retaining members of the Regional Investors Council
- Serves as the primary relationship manager for Regional Investors on matters related to the Conference’s agenda, activities, programmatic work and other relevant information
- Acts as a strategic resource on tasks related to membership data, membership inquiries, revenue and funding opportunities, and other ad hoc activities
- Provides regular assessment of membership / funding opportunities and risks

**Development of Membership**

- Leads the quarterly and annual strategy for recruiting new members to the Regional Investors Council
- Coordinates IR team efforts related to funding campaigns and other strategic revenue initiatives
- Provides regular assessment of prospect development and expected prospect obtainment

**Other**

- Assists in the assessment of the fundraising strategy in support of short and long-term financial goals
- Partners with internal stakeholders to develop and secure sponsors for fundraising campaigns and events
- Assists the accounting team in the maintenance of proper sponsorship records and fulfillment of sponsorship benefits

**SKILLS & EXPERIENCE:**

**Education** Bachelor’s degree in business administration, finance, public relations, or related required; MBA preferred.

**Knowledge, Skills & Abilities** Familiarity with public policy and economic/community development issues in southwestern Pennsylvania desirable. Proficiency in finance and Microsoft Office Suite and CRM system required

An individual must be able to perform each essential duty listed below at an excellent level:

- Creative and flexible – able to challenge the status quo to support the best interest of the company; wide degree of latitude and proactive decision-making expected. Able to work outside of traditional business hours as needed
- Action oriented – self-motivated and able to move fundraising plan to action; ability to work independently and balance competing priorities
- Relationship-oriented – able to cultivate strong relationships with corporate members and within the community; responsive to needs of corporate donors; excellent interpersonal skills with strong executive presence
- Sales process and results-oriented – focused on implementing proven sales processes and accountabilities to drive results in increasing donors and revenue
- Collaborative - communicate effectively with senior corporate leaders to find areas of commonality and achieve shared goals
- Adaptable – lead and foster an innovative, process improvement atmosphere; ability to recognizing trends in new and lost members and evaluate impact on leadership changes to the membership

**Experience** 5-10 years of relevant experience in investor relations, public relations, board relations, sales, finance and/or business development required

**Travel** Frequent regional travel required for this role

The Allegheny Conference is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

Competitive benefit package including medical, dental and vision benefits, disability, paid time off, paid holidays, 401(k) company match, and life insurance available.

**Send cover letter and resume to [HRdept@alleghenyconference.org](mailto:HRdept@alleghenyconference.org).  
Deadline for applications is November 30, 2018**