



COME WORK WITH US:

[The Allegheny Conference on Community Development](#) (“Conference”) is one of the nation’s leading private sector economic and community development organizations. The Conference’s goal – as it has been for 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 in the future.

Our Position:

The Conference is looking for a full-time VP of Investor Relations professional reporting directly to the Chief Financial Officer. This seasoned and energetic “go-getter” will provide vision and strategic direction for the continued growth and retention of the Regional Investors Council (membership) and sponsorship generation. This individual will also lead the life cycle of outreach, engagement, acquisition, and customized relationship management. He/she will lead two direct reports in the execution of fundraising and relationship management.

Who we are looking for:

- A highly motivated, forward-thinking, and results-driven professional who can effectively work in a multifaceted organization
- An established and astute professional with a progressive track record in business development, outreach, sales and/or fundraising
- A collaborative-driven leader who leverages data and member surveys to inform strategy development and measure member satisfaction
- A skilled professional able to develop new opportunities for membership engagement and acquisition strategies to accomplish annual growth and revenue goals
- A proven professional who is able to network with and influence individuals at all levels including external constituents

Why you should apply?

- Competitive salary range \$90,000 - \$125,000
- Comprehensive benefit package
- Bonus program
- Flexible work schedule
- Opportunity to work with a diverse and highly talented team of professionals

RESPONSIBILITIES:

Development & Fundraising

- Foster a robust & innovative strategy to identify membership prospects by understanding national and regional market trends
- Identify new opportunities for revenue growth
- Partner with Sr. Leadership Team and other departments to identify business development and sponsorship opportunities for existing / prospective businesses; assist in the maintenance of proper sponsorship records and fulfillment of sponsorship benefits
- Work with the Communications team to develop communications strategies and materials and plans for engaging members through events

- Capture solicitations, submitted proposals, verbal agreements, and closed commitments in Salesforce; generate and analyze reports to make recommendations on strategy and follow-ups; drive process to convert verbal agreements to signed commitments

Retention

- Serve as an ambassador for the membership, leveraging relationships with member companies to advance the Conference’s agenda
- Develop / Execute the Conference’s strategy for meaningful engagement and maintain active communications with members
- Communicate frequently with Sr. Leadership Team on development opportunities and business risks, while recommending strategies to engage, address, and/or mitigate risk
- Identify trends in new and lost members and evaluate impact on leadership changes to the membership
- Serve as the primary relationship manager for Regional Investors on matters related to the Conference’s agenda, activities, programmatic work and other relevant information
- Act as a strategic resource on tasks related to membership data, membership inquiries, revenue and funding opportunities, and other ad hoc activities

SKILLS & EXPERIENCE:

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

Qualities: He/she MUST be:

- **Agile** – Sharp analytical skills that to quickly assess situations, identify trends, develop insights and solutions, and apply learnings to a larger context
- **Flexible** – The ability to use superior organizational skills to manage up, juggle changing priorities, and meet deadlines. 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
- **Results Driven** – 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

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.

Send cover letter and resume to HRdept@alleghenyconference.org. Deadline for applications is March 19, 2019