

Posting Date: May 2013

Investor Relations Manager

Boston Community Capital

Boston Community Capital seeks an Investor Relations Manager to play a key role in an innovative and growing nonprofit organization. The Investor Relations Manager is a creative self-starter and detail-oriented thinker with passion, drive, and a commitment to excellence. S/he is as comfortable wading in up to the elbows in data and loan documents as s/he is meeting with donors and investors – rising to each occasion with energy, professionalism and dedication to achieving results. S/he will work in a dynamic, progressive team environment to promote the creative use of capital market tools to build healthy communities where low-income people live and work.

Background

Boston Community Capital (BCC) is private, non-profit, community development financial institution with a 29-year track record of building healthy communities where low-income people live and work. Since 1985, BCC has invested over \$900 million in underserved communities nationwide – financing over 13,700 affordable homes; child care facilities serving over 9,800 children; schools educating over 3,700 students; community health centers providing a comprehensive range of care to over 66,500 patients annually; over 1.4 million square feet of commercial real estate and community facilities in distress communities; businesses creating over 4,000 jobs; solar panels generating over 8 million kilowatts of solar capacity for affordable housing, community and municipal buildings; and mortgages helping over 380 families facing foreclosure to remain in their homes.

BCC's groundbreaking work has been featured in *The New York Times*, *The Boston Globe*, *The Chronicle of Philanthropy*, *The Nation*, *US News and World Report*, *The Huffington Post*, *The Los Angeles Times*, *The Economist*, and *The Christian Science Monitor*, and on NPR's *All Things Considered*, *PBS Newshour*, *CBS Evening News*, *MSNBC's All In with Chris Hayes*, and *Fox News*. For more information, please visit www.bostoncommunitycapital.org.

Role of the Investor Relations Manager

The Investor Relations Manager works closely with senior management, the Development and Communications team, and staff to build and maintain effective relations with BCC's external constituents, especially donors and investors. S/he serves as a key bridge and liaison between the organization's supporters and our internal business units, and is responsible for preparing and distributing loan documents, reports and communication materials that are accurate, timely, and compelling. S/he oversees the organization's contact management system, working with staff to keep it up-to-date, maintain its accuracy, and produce from it information that helps us advance our mission.

Responsibilities:

- Maintain up-to-date and accurate investor, donor and marketing contact information in BCC's investor and marketing database(s). Oversee the transition from existing systems to Salesforce.com.

- Respond to inquiries from potential donors and investors, and help coordinate production of effective reporting to funders. Assist in preparation of grant proposals, presentations and investor reporting packages.
- Coordinate production and distribution of quarterly and annual reports to investors – partnering with members of the finance, lending and development/communications teams to compile key data and produce effective, timely, accurate reporting.
- Manage investor renewals and process new investments and donations, including the coordination of our annual appeal, distribution of our audited financial statements and investor interest payments, and investor renewals.
- Interview clients and borrowers to identify key stories and potential speakers for annual reports, case studies, marketing presentations and media interviews.
- Provide administrative support that bolsters BCC's relationships with external constituencies, including prospective clients, borrowers, investors, donors, etc., helping the organization maintain its commitment to high quality, client-focused business practices. May include but is not limited phone coverage, client intake, data input, file maintenance, copying, etc.
- Other duties as assigned.

Qualifications

The successful candidate will bring many if not all of the following qualifications and attributes:

- 3-5 years work experience in a dynamic organization
- Good judgment, a strong customer focus, and a commitment to results
- Well organized, flexible, detail-oriented and effective with multiple and simultaneous tasks. Ability to manage a variety of projects with different requirements, priorities and deadlines within a tight schedule
- Excellent writing, analytical and verbal communications skills and interpersonal savvy
- Commitment to accuracy and data-integrity
- Demonstrated ability to flourish in a small, nimble and entrepreneurial environment
- Demonstrated commitment to social, economic and political justice, consistent with the mission and goals of Boston Community Capital
- Goal-oriented, project-oriented, and achievement-oriented
- A warm, personal style with a good sense of humor
- Experience with Salesforce and MS Office (Word, Excel, PowerPoint, Outlook, etc.); familiarity with MS Access a plus

COMPENSATION AND BENEFITS

Salary is based on experience and qualifications. Benefits include three weeks of vacation, health, dental and disability insurance, and generous retirement benefits.

APPLICATION PROCEDURE:

To apply, send a letter of application, resume, and three references via email to jobs@bostoncommunitycapital.org, including the subject line: "Investor Relations Manager." In your cover letter, please indicate where you learned of this posting. Applications will be accepted until the position is filled. No phone calls or faxes, please.

Boston Community Capital is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.