



BIRMINGHAM

Investor Relations Coordinator

Position Title: Investor Relations Coordinator

Reports To: Vice President of Impact & Investment

Classification: Salaried/Exempt

Salary Range: \$35K - \$49K

Position Summary:

The Investor Relations Coordinator supports REV's fundraising efforts, helping to sustain and grow funding received through charitable grants and corporate and individual donations. An organized individual with high attention to detail, this position will coordinate calendars and meeting scheduling, mailings, reporting, and REV's donor database. Additionally, the Investor Relations Coordinator will draft narrative for grant applications, letters, and investor communications, working closely with the VP of Impact and Investment and the Communications team, and will plan logistics for investor relations and programmatic events.

Critical Roles:

- Support VP of Impact and Investment with grant writing, including drafting narrative for grant applications and reports;
- Provide administrative support for grants from research through receipt of grant, and management and reporting thereafter;
- Create and submit monthly, quarterly, and annual reports for Community Development Block Grant funding, Main Street Alabama, and other platforms to reflect progress toward grant and programmatic metrics;
- Maintain calendar of report dates, deliverables, and reporting requirements for existing and new grants, with commitment to REV meeting those deadlines consistently;
- Manage/oversee investor database in Salesforce, including the accurate entry and update of all investor information and gift details;
- Draft, print, and mail accurate acknowledgement letters to ensure all investors are thanked in a timely manner; coordinate and track handwritten thank-you cards, emails, and calls;
- Support CEO with meeting scheduling and calendar management;
- Manage board administration for REV Board of Directors and committee functions, including meeting preparation, invitations, packets, and set-up (including food orders);

- Collaborate with communications team to plan and draft copy for solicitation materials, presentations, and annual reports;
- Coordinate logistics for investor events, including happy hours, tours, and year-end celebration, and support REV team with programmatic event logistics as needed;
- Recruit and coordinate volunteers for Woodlawn Street Market and other engagement opportunities; and
- Perform other duties and assume other responsibilities as assigned.

Knowledge, Skills, and Abilities:

1. Ability to communicate precisely and effectively, both orally and in writing, using a thorough knowledge of English grammar, spelling, and punctuation rules;
2. Excellent attention to detail;
3. Strong organizational skills; ability to manage various contact lists, calendars, reports, and paperwork with ease;
4. Ability to prioritize responsibilities, delegate tasks and efficiently manage time independently to accomplish a variety of duties;
5. Ability to work with team members and stakeholders from other organizations, agencies, and groups in a professional manner to strengthen partnerships and project a favorable image of the organization;
6. Strong and effective computer skills; proficiency in Windows, Microsoft Word, Outlook, and Excel required (Database management experience strongly preferred);
7. Ability to thoroughly edit, regularly make good decisions and exercise good judgment at all times, particularly when communicating with parties outside of REV;
8. Skill in developing and maintaining positive working relationships with REV staff and various constituency groups that yield results in line with REV's mission; and
9. Ability to practice a high level of confidentiality.

Physical Requirements:

Requires the physical mobility to sit and walk for moderate periods of time and to occasionally carry or lift objects weighing up to 40 pounds. Reasonable accommodations may be provided as necessary.

Qualifications:

1. Bachelor's degree;
2. Creative thinker, skilled problem solver, resourceful and outcome-oriented;
3. Ability to meet or exceed performance goals;
4. Hard-working with a positive attitude and willingness to accomplish the task at hand, being flexible when needed to meet the needs and goals of the organization;
5. Ability to prioritize and accomplish a variety of tasks or projects while maintaining a team spirit;
6. Ability to work nicely, effectively and professionally with diverse populations;
7. Proficiency in typical office procedures and routines, and with office equipment;

8. Flexibility to facilitate / participate in meetings and events outside of core business hours (i.e. nights, weekends, etc.); and
9. Valid driver's license for traveling between local businesses, properties and other locations as necessary.

Interested candidates should email a resume and cover letter to Merrick Bonner, Vice President of Impact & Investment, at jobs@revbirmingham.org.