



Investor Relations Associate

Detailed Job Description

Reports to: Director

Exempt

The Position

The Investor Relations Associate is responsible for coordinating and supporting all investor relations, fundraising, marketing, and communication efforts of the firm. The ideal candidate should have relevant experience working at a financial institution with a proficient understanding of the alternative investment asset class, along with strong project management, analytical, and quantitative skills.

Qualified candidates must have leadership capabilities and be able to work in a team-oriented, dynamic and fast paced environment with many short deadlines. The individual must also be comfortable working and moving initiatives forward with minimal supervision. Candidates need to possess strong quantitative, analytical, and communication skills. In addition, candidates need to be highly focused on accuracy and consistency in their deliverables.

What You'll Do

- Support senior level executives in executing ongoing investor relations and relationship management with existing and prospective investors
- Track and respond to investor requests in an accurate, consistent, and timely manner
- Manage investor onboarding including the delivery and tracking of subscription documents and capital commitments. Coordinate with Accounting on execution and delivery of quarterly investor distributions and annual K-1 tax forms
- Collaborate on investor communications including capital calls, distribution notices, and press releases
- Create and update general and fund-specific marketing materials, investor presentations, fact sheets and other documents related to private investment fundraising
- Coordinate investor calls, meetings, and other investor related events
- Responsible for Quarterly Asset Review which includes collecting and analyzing asset-level income statements and local market information
- Maintain the firm's investment management and CRM system by updating investor information and configuring investment entity allocations

Job Requirements

- Strong interpersonal skills, and ability to build relationships and work with professionals both inside and outside the organization
- Analytical and quantitative skills and comfortable with financial concepts
- Good balance between entrepreneurial initiative, creativity and tenacity
- You are a critical thinker with resourceful problem-solving skills, able to process and digest information rapidly
- Highly proficient in Microsoft Office (Outlook, Word, PowerPoint and Excel)



PANTHER
RESIDENTIAL MANAGEMENT

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- Degree in business, finance, communications, or related field
- 3+ years of work experience in an investor relations or client services role within a financial setting