



Investor Relations Manager

Background

The New Orleans Business Alliance (NOLABA) is the official non-profit organization tasked with leading economic development initiatives for the City of New Orleans. NOLABA is a public-private partnership between the City of New Orleans and private investors from the local community.

NOLABA is the result of a long-term effort by the business community to adapt national best practices in economic development. Thanks to the strong leadership of Mayor Mitch Landrieu, NOLABA became a reality in August 2010. Our 17-member Board is composed of a cross section of New Orleans leaders, including the Mayor and a diverse group of business professionals.

Position Description

The Investor Relations Manager is responsible for mobilizing multiple stakeholders to achieve NOLABA's development goals in support of its organizational goals.

The Manager reports to the Chief Administrative Officer or delegate, and works with the NOLABA staff, President & CEO, investors and Board of Directors, to drive tactical implementation of short- and long-term fundraising strategies that include the effective cultivation of new prospects, and the management of past and present investors, to raise funds through private business investments. The Investor Relations Manager will also oversee the support and maintenance of information and tools that will facilitate effective investor participation.

Major Duties & Responsibilities:

Investor Relationship Management

External relationships are vital to NOLABA's work. This Manager role is responsible for implementing a comprehensive engagement strategy for building and maintaining relationships with key stakeholders:

- Serves as the primary facilitator of new revenue generation for NOLABA through the development and coordination of prospecting activities and subsequent new investor funding in order to meet monthly, quarterly and annual funding goals
- Implement and manage an investor and prospect "*move management*" strategy to find additional investment opportunities that align with investor objectives and NOLABA's products and service offerings. Ensure investors are recognized as partners in our work
- Ensure investor benefits are clearly defined and marketed in NOLABA investor material / proposals and delivered timely based on agreed upon deadlines.
- Implement a "push" strategy to assist all NOLABA departments, including the President & CEO, proactively to consult and engage investors on relevant projects



NEW ORLEANS BUSINESS ALLIANCE

- Perform necessary duties to track, manage and report progress, including compiling information from all meetings and conversations and report findings to NOLABA staff in an effort to proactively meet the needs of the business community
- Be the in-office guest concierge to ensure all in-office engagement meets high professional standards and produces high quality meetings, requires strong attention to detail
- Perform other administrative duties as assigned

Client Relations Management (CRM) Strategy

- Lead CRM management to ensure clean input, reporting and optimization to leverage our contacts and metrics effectively, *BE THE CRM DATABASE EXPERT*
- Provide guidance and oversight of the overall integrity and quality of the database, including hygiene, proactive improvements and education of processes for best results
- Work closely with all departments to ensure the CRM addresses quality reporting output and ensure the database is segmented effectively for targeted stakeholder activities, including but not limited list management for events, external communications, marketing campaigns, investor outreach, etc.

Qualifications / Skills Requested

- Minimum 4+ years proven fundraising, sales or wealth management experience with proven track record
- Bachelor's degree (B.A.) from four-year college or university is required
- Strong interpersonal skills and high socio-emotional intelligence
- Demonstrable Contact Relations Management (CRM) proficiency
- Proficiency in all Microsoft Office applications, must be highly skilled at PowerPoint and Excel
- Exceptional organizational and critical thinking skills, with the ability to work well under tight deadlines and pressure
- Excellent communication skills (both verbal and written)
- Self-directed and professionally assertive
- Demonstrate ability to be flexible, nimble, coachable, intellectually curious and proactive
- Work comfortably in a highly collaborative environment; manage competing interests and strong personalities
- Experience working in a team-oriented environment
- Ability to handle multi-reporting and multi-tasking for prioritizing multiple projects
- Sense of humor
- Ability to work independently in high-paced and sometimes demanding environment



NEW ORLEANS BUSINESS ALLIANCE

Physical & Mental Demands:

- While performing the duties of this job, the individual is regularly required to speak and hear.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Read and interpret data (emails, memos, letters, etc.).
- Ability to maintain visual attention and mental concentration for significant periods of time.
- Ability to analyze and interpret data.
- Ability to effectively communicate with superiors, peers and subordinates.

Working Conditions:

- While performing the duties of this job, the individual is often required to travel within the New Orleans area.

NOTE:

- Applicants must be currently authorized to work in the United States for any employer.

Application Process:

To apply for this position, send the following documents via email to Careers@nolaba.org:

- Resume
- Cover Letter

In your email, please note “*NOLABA Investor Relations Manager*” in the subject line.

NOLABA is an Equal Opportunity Employer

New Orleans Business Alliance (NOLABA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. NOLABA complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

NOLABA expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of NOLABA employees to perform their expected job duties is absolutely not tolerated.

All NOLABA employees are subject to the Organization’s Public Records Policies and Procedures.