



NOW HIRING | Investor Relations & Development Coordinator

JOIN THE MOVEMENT.

Onward NRV is looking for a team-oriented individual who is creative and eager to promote the organization's mission and support the economic vitality of Virginia's New River Valley.

GENERAL DESCRIPTION

The Investor Relations & Development Coordinator is responsible for, but not limited to, facilitating Onward NRV's investor relations program; planning, coordinating, and executing quarterly investor events; and leading the Investor Relations & Development Committee. They will also assist with the organization's talent and business strategies efforts to engage with local companies in Onward NRV's targeted industries, attract new business to the region, and forge partnerships with area employers and educational institutions to support talent attraction and retention.

The successful candidate must be able to prioritize work and effectively manage multiple projects at the same time; communicate effectively verbally and in writing with all levels of individuals; collaborate with a variety of stakeholders; work well under pressure in meeting deadlines; exhibit sound judgment in making decisions; and maintain confidentiality on sensitive matters.

The Investor Relations & Development Coordinator position is a full-time, exempt position with excellent benefits. The position reports directly to the Executive Director.

ABOUT ONWARD NRV

Onward NRV (www.OnwardNRV.org) is a public/private, regional economic development organization whose mission is to attract and retain world class jobs, investment, and talent in Virginia's New River Valley (www.TheNRV.org). It's a movement where leaders from business, government, and higher education work together to promote the economic vitality of the region through Onward 2028, the organization's five-year economic development strategy for the region.

The Onward NRV staff is a small but mighty team of colleagues who work collaboratively to promote the economic development of Virginia's New River Valley. We take pride in contributing to the success and future of the region we call home. In our fast-paced environment, we encourage new and creative ideas, celebrate our achievements, and strive for strong relationships with our colleagues and our organization's stakeholders.



ILLUSTRATIVE DUTIES

Investor Relations & Development:

- Manage Onward NRV investor relations program in collaboration with Executive Director to ensure member engagement and retention.
- Plan, coordinate, and execute quarterly investor events.
- Meet sponsorship revenue goals for each investor event and annual fundraising targets.
- Maintain investor records in customer relationship management (CRM) system to ensure accuracy and confidentiality.
- Lead Investor Relations & Development Committee and facilitate quarterly meetings.
- Engage current and potential investors to share the benefits of investing in Onward NRV and its mission.
- Increase private sector investment in the organization and explore other funding sources to grow Onward NRV's fiscal capacity.

Talent & Business Strategies:

- Provide support to the Talent and Business Strategies Manager in the execution of events such as Industry Leaders' Summits, the NRV Experience program, Elevate NRV micro conference, NRV Talent Tours program, and regional career fairs.

Talent & Business Strategies (continued):

- Support business attraction efforts by occasionally participating in prospect visits and traveling to conferences and trade shows to market the NRV.
- Engage with employers and higher education institutions in the NRV (VT, RU, NRCC, VCOM) through meetings and community events.

Organizational:

- Collaborate with Executive Director to develop Annual Plan of Work for program area
- Track progress using metrics and benchmarks established by Executive Director to monitor progress toward Onward 2028 initiatives
- Assist with coordination and preparation for quarterly investor events, Board of Directors meetings, and committee meetings as necessary, including event set-up and teardown
- Represent Onward NRV in the community by participating in meetings with local, regional, and state economic development partners and/or delivering presentations.
- All other duties as assigned

SKILLS AND QUALIFICATIONS

- Excellent interpersonal skills with the ability to develop and manage relationships with a variety of stakeholders and/or clients
- Demonstrated experience in sales, marketing, fundraising, corporate relations, and public speaking
- Proven ability to effectively plan, promote, and execute events and programs within budgetary limits
- Self-motivated individual who can prioritize work and effectively manage multiple projects in a fast-paced environment
- Demonstrated ability to communicate effectively both verbally and in writing
- Ability to safely move, handle, and set up heavy objects (i.e. display tables, banners, etc.) weighing up to 50 pounds.
- Proficient in Microsoft Office 365 and email marketing (Constant Contact); experience with Salesforce, WordPress, and social media platforms a plus
- Bachelor's degree in Business, Marketing, Communications, or a related field with 2 or more years of relevant experience or equivalent education, training, and experience is required

SALARY & BENEFITS

The Investor Relations & Development Coordinator position is classified as a full-time, exempt position with a flexible work schedule and the potential to work remotely up to two days per week. Salary range is \$45,000 to \$50,000 per year and dependent upon qualifications. Onward NRV offers a generous benefits package including health insurance, dental insurance, life insurance, paid time off, paid holidays, eight weeks of paid parental leave after 12 months of employment, 401(k) employer match program, cell phone stipend, professional development training, and advancement opportunities.

ADDITIONAL INFORMATION

The successful candidate will be required to have a background check.

HOW TO APPLY

Submit a cover letter with resume, including salary requirements and a minimum of three references, to hr@onwardnrv.org. This position is open until filled. Onward NRV is an Equal Opportunity Employer and committed to providing reasonable accommodations for qualified individuals with disabilities upon request.



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