



Web: [www.iroquoisvalleyfarms.com](http://www.iroquoisvalleyfarms.com)

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Iroquois Valley Farmland REIT, PBC is a real estate investment company incorporated as a public benefit company. We are a small company of passionate people that raise investor capital to finance the expansion of organic and regenerative farmland in the US. We work exclusively with independent farm families. Iroquois Valley is funded by socially responsible investors interested in directly supporting farmers while creating financial, social and environmental returns.

**Iroquois Valley Farmland REIT is seeking an Investment Coordinator to join the team at Company Headquarters in Evanston, IL. Interested candidates should send a resume and brief cover letter to: [recruiting@iroquoisvalleyfarms.com](mailto:recruiting@iroquoisvalleyfarms.com)**

### **Position Overview**

The investment Coordinator will coordinate and execute the tasks associated with raising new capital and be instrumental in maintaining key systems associated with investors. Candidates who have strong organizational skills, are detailed-oriented and communicate effectively will thrive in our rapidly growing entrepreneurial company. The Investment Coordinator will report remotely to the VP, Investor Relations, which will require regular communication through phone, email and web-based tools like Zoom.

### **Essential Functions:**

- Provide administrative support for business development and other areas, as needed
- Regularly communicate with all parties related to prospective and current investors, including financial advisors, attorneys, custodial firms, etc.
- Enter and maintain data in Company's Customer Relationship Management (CRM) system
- Process new subscriptions
- Produce and reconcile investment data with third-parties
- Respond timely to investor requests for updated information
- Prepare tax documentation in coordination with accountants
- Print and mail distribution check
- Update data, including investor information

In addition to maintaining the current system, the right candidate will see the administrative big picture for our growing private investment firm and be proactive in making our systems more efficient and effective, therefore preparing the Company to scale its investment base in the next few years. An Investment Coordinator who excels at their position will help pave the way for exponential fundraising growth and the expansion of the Company's mission to support organic farmers nationwide.

### **Ideal Skills and Experience**

- Highly organized and detail-oriented; accuracy is critical

- Professional and elegant communicator with prospective and current investors, financial advisors and custodial firms
- Ability and desire to quickly learn new software tools
- Independently motivated to solve problems
- Previous administrative experience a plus
- Advanced Excel skills required; CRM experience a plus
- Bachelor's degree preferred but not required if applicant has adequate relevant experience
- Knowledge about and passion for our key focus areas welcome: organic & regenerative agriculture, farmland access, food systems, impact investing, etc.
- Ability to maintain high level of confidentiality

#### **Other Duties**

Please note this job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Iroquois Valley Farms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, veteran, marital, or domestic partner status.