



Web: www.iroquoisvalleyfarms.com

Iroquois Valley Farmland REIT is a for-profit, award-winning B-Corporation, and Public Benefit Company with stated goals that include healthy food production, soil restoration, improved water quality and secure farmland access. The team is a small group of passionate people that are on the front lines of creating a more sustainable and regenerative system of agriculture by supporting independent farm businesses nationwide. Iroquois Valley was founded in 2007, is led by its founders, and is managed by a democratically-elected Board of Directors.

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

Position Overview and Essential Functions

This position will coordinate and execute tasks associated with raising new capital and be instrumental in maintaining relationships with prospective and existing investors.

The Investment Coordinator will work the Vice President, Investor Relations to:

- Raise new capital
- Communicate with existing investors
- Manage administration associated with current investment positions, including maintaining data in Company's Customer Relationship Management (CRM) system

Strong candidates for this position will:

- Care about making positive environmental and social change
- Be personable and communicate effectively
- Enjoy being trained on new systems and skills
- Be willing to work in a small team that shares responsibilities across departments
- Maintain high level of confidentiality

Ideal Skills & Experience include:

- Strong computer literacy across programs, including Excel
- Attention to detail
- Organizational vision
- Professional manner with prospective and existing investors



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- Patience with projects that include repetitive action steps and require exact outcomes

There will be room for growth in the Company for a successful Investment Coordinator, including fundraising opportunities. However, the immediate need is for someone to help facilitate existing systems and help the VP, Investor Relations improve and create new systems as well.

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.