



Iroquois Valley Farmland REIT, PBC is a certified B corporation and public benefit corporation that provides farmer-friendly leases and mortgages to the next generation of organic farmers. Since our founding in 2007, we have directed \$90 million in investments in organic agriculture. Our vision is to transform agriculture, making organic agriculture the norm, not the exception, in America to benefit the health of the soil and of future generations. We are a growing organization that currently impacts over 30,000 acres in 20 states. Our investor base includes more than 800 mission aligned individual and institutional investors located throughout the U.S. and around the world.

Iroquois Valley is seeking an Investment Coordinator to join our team. This position is remote and may be based anywhere in the U.S., keeping in mind that the Company hosts internal meetings and calls in Central Time.

To Apply: Send a resume and cover letter explaining your interest and experience to recruiting@iroquoisvalleyfarms.com. **Applications without a cover letter will not be considered.**

Salary Range: \$50,000-\$60,000 annually

Position Overview

The Investment Coordinator will execute the tasks associated with raising new capital and managing existing investor relationships. Iroquois Valley has more than 800 engaged investors that cite environmental stewardship and support for independent farmers as their top reasons for investing with the Company. Our investors frequently reach out with questions about the Company's finances, farmers, and impact. Primary responsibilities include answering investor questions and maintaining key systems and processes related to the Company's investors. This position is essential to the success of the Investor Relations team and will play an important role in supporting the Company's fundraising efforts. The Investment Coordinator will report directly to the Senior Investor Relations Associate and will work closely with the MD, Investor Relations.

In this position, you will:

- Regularly communicate with all parties related to prospective and current investors, including financial advisors, attorneys, custodial firms, etc
- Process new subscriptions from new and existing investors
- Prepare tax documents, redemption requests, interest payments, and dividend payments with internal and external parties
- Work closely with Finance team to ensure timely processing of investor payments
- Oversee note maturities, including tracking maturity dates, communicating with the noteholders, and encouraging investors to continue to invest in the Company
- Manage investor records and investment-related updates, such as investment transfers, name and address changes, and other updates
- Produce and reconcile investment data with third-parties through various software systems
- Enter, maintain, and organize data in Company's Customer Relationship Management (CRM) system
- Respond to investor requests in a timely, considerate, and professional manner to provide an exceptional investor experience
- Proactively enhance systems to be efficient and effective, therefore preparing the Company to scale its investor base
- Assist with various securities compliance and regulatory matters
- Assist with various projects such as preparing key metrics for external presentations and offering documents
- Provide support for business development and other areas, as needed

To be successful in this role, you will have:

- 1 - 3 years of experience in a relevant field
- Familiarity with and passion for impact investing, farming or food system experience is a plus
- Well-developed organizational skills with the ability to multi-task and prioritize competing deadlines; ability to plan, oversee, and manage projects
- Ability to manipulate large quantities of data
- Advanced computer skills, including MS Office (with an emphasis on Excel and PowerPoint) and Google Suite; CRM experience a plus
- Excellent written and oral communication skills
- Commitment to actively identifying areas for process improvement
- Exceptional attention to detail, specifically with investor data that must be accurate
- Ability to work independently, self-directed and motivated; previous experience working with remote teams a plus
- Ability to work in a fast-paced environment and manage time efficiently
- Bachelor's degree, preferred

Travel

This position requires approximately 10-15% travel for in-person semi-annual staff events and investor facing conferences.

EEO

Don't meet every single requirement? Studies have shown that women and people from diverse communities are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Diversity, Equity, and Inclusion: Iroquois Valley is committed to being a diverse organization that is truly representative of the communities we serve and hope to serve going forward. Iroquois Valley encourages diverse candidates to apply - Iroquois Valley 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.

We are an equal opportunities employer with an inclusive environment where all employees can contribute to their fullest potential. We want every colleague to be able to deliver their work with dignity, equality, comfort and independence. We are open to accommodation requests regarding assistive technologies, accessibility tools, or any other reasonable adjustments that will make working here more accessible for you.

Competitive Benefits Package includes medical, dental, vision, life insurance, short and long-term disability, 401k match, voluntary benefits, tuition reimbursement and paid parental leave.