

APPLICATION PROCESS: Please send your resume and cover letter explaining your interest and experience to recruiting@iroquoisvalleyfarms.com. Applications without a cover letter will not be considered.

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 invested almost \$100 million 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 19 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 Investor Relations Analyst to join our Investor Relations team. This position is remote and may be based anywhere in the US, keeping in mind that the Company hosts internal meetings and calls in Central Time.

Salary Range: \$60,000-\$70,000 annually

Position Overview

The **Investor Relations Analyst** will execute the assigned tasks associated with raising new capital. 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. The **Investor Relations Analyst** will support the Investor Relations team by researching prospects, preparing marketing materials, and working with the Company's technology systems, all in an effort to increase our mission aligned investor base. 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 as it both expands into new sales channels and deepens relationships in existing channels. The **Investor Relations Analyst** will report directly to the Managing Director, Investor Relations and will work closely with the Investor Relations team members.

In this position, you will:

- Regularly communicate with the team relating to prospective investors, including Registered Investment Analysts (RIAs), financial advisors (FAs), institutions, etc.
- Research prospective RIA/FAs and institutions to determine investment fit
- Research and prepare for institutional investor presentations and meetings
- Work with the Investor Relations team to develop a prospect pipeline by sales channel
- Work with the team to create marketing materials, including investor presentations, quarterly reports, fact sheets, and related impact reports that are tailored to specific investor types such as institutional investors, RIAs/FAs and other channels, as needed
- Prepare and maintain an investor due diligence questionnaire (DDQ)
- Set up and maintain prospective investor virtual data room
- Work with colleagues and FTI/Yardi (a third-party administrator) to set up an RIA/FA portal including a customized dashboard
- Assist with white papers, blog posts, and other thought leadership opportunities
- Work with team to prepare quarterly investor letters
- Assist with social media posts and marketing campaigns
- Prepare marketing/sales materials for internal use by the Investor Relations team and others
- Assist with various projects such as preparing key metrics for external presentations and product offering documents
- Enter, maintain, and organize Company's customer relationship management (CRM) system (FTI/ Yardi)

- Respond to prospective 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
- Provide support for business development and other areas, as needed

To be successful in this role, you will have:

- 3 - 5 years of experience in financial services, ideally working with institutional investors
- Comfortable with phone-based outreach and outbound marketing efforts
- Exceptional organizational skills with the ability to multi-task and prioritize competing deadlines
- Excellent written and oral communication skills
- 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
- Familiarity with and passion for impact investing, farming or food system experience is a plus
- Commitment to actively identifying areas for process improvement
- Exceptional attention to detail, specifically with investor information 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 effectively
- Bachelor's degree, preferred

Travel

This position requires approximately 25-30% travel for in-person semi-annual staff events, conferences and investor meetings.

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.