

Iroquois Valley is seeking an Investor Relations Associate to join our team.

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: \$65,000 - \$75,000 based upon experience

Who We Are

Founded in 2007, Iroquois Valley's vision is to transform agriculture through organic land stewardship within a generation. As a certified B Corp and public benefit corporation, the company works with impact-driven investors to provide capital to organic and transitioning farmers across America through long-term leases, flexible mortgages, and post-investment support. Our portfolio comprises \$120 million invested in 32,000 diversified acres across 20 states. Our investor base includes more than 850 accredited and non-accredited institutional and individual investors located in the U.S. and around the world.

Position Overview

The Investor Relations Associate will execute the tasks associated with raising new capital and managing existing investor relationships. Primary responsibilities include managing all internal processes related to the Company's debt and equity investors, including working closely with our outsourced administrator, FTI Consulting. 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 Investor Relations Associate will report directly to the Investor Relations Manager and will work closely with the Managing Director, Investor Relations.

Duties and Responsibilities

- Foster relationships and regularly communicate with all parties related to prospective and current investors, including financial advisors, attorneys, custodial firms, etc.
- Monitor and manage new subscriptions from both new and existing investors, collaborating with the administrator to ensure accurate processing
- Work closely with third-party administrator to prepare tax documents, redemption requests, interest payments, and dividend payments
- Oversee note maturities and Share redemptions, including verifying maturity / redemption dates, communicating with investors, and encouraging investors to continue to invest in the Company
- Manage investor records and investment-related updates, such as investment transfers, redemptions, contact information changes, and other updates
- Produce and reconcile investment records with FTI and other 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 processes to be efficient and effective, therefore preparing the Company to scale its investment base
- Assist with various securities compliance and regulatory matters
- Provide support for business development and other areas, as needed

Qualifications, Education & Experience

- An intellectual curiosity, understanding, and enthusiasm for Iroquois Valley's vision
- 1-3 years of entry-level experience in a relevant field: finance, data analytics, economics, or business
- Advanced computer skills, including MS Office and Google Suite (advanced proficiency in MS Excel / Google Sheets); CRM experience is strongly preferred
- Excellent written and oral communication skills; ability to communicate in a clear and concise manner

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- Exceptional attention to detail, specifically with client sensitive data that must be accurate
 - Ability to work independently, self-directed and motivated; previous experience working with remote teams a plus
 - Well-developed organizational skills with the ability to multitask and prioritize competing deadlines
 - Strong project management skills
 - Ability to work in a fast-paced environment and manage time efficiently
 - Support for a strong team culture of shared learning, innovation and problem solving
 - Bachelor's degree required, with an emphasis on accounting, finance, impact investing, or environmental sciences preferred

Working Conditions

- This position is fully remote and may be based anywhere in the US.
- This position requires approximately 10-15% travel to investor-facing conferences, staff events, and activities on farms and ranches in rural communities.

Competitive Benefits Package

- Insurance coverage begins on date of hire
- Medical, Dental, and Vision Benefits
- Company Paid Life Insurance and Short & Long-Term Disability
- Flexible Spending Account and Dependent Care Account
- 401(k) with match
- Paid Time-Off
- Paid Company Holidays
- Tuition Reimbursement
- Paid Personal and Parental Leave
- Voluntary Benefits - Critical Care and Hospital Indemnity

Equal Employment Opportunities and Diversity, Equity, and Inclusion

Don't meet every requirement? Research shows women and people from diverse backgrounds often hesitate to apply if they don't meet every qualification. If you're excited about this role, we encourage you to apply—you might be the right candidate for this or other roles.

At Iroquois Valley, diversity drives innovation. We are committed to building an inclusive organization that reflects the communities we serve. We encourage candidates from all backgrounds to apply. We are an equal opportunity employer, providing equal consideration without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or marital status. We support workplace accessibility and are open to reasonable accommodation requests.