**CDC Small Business Finance**

**Investor Relations Manager**

**Full-Time**

**Location - Open**

You’re at the front door of CDC Small Business Finance (CDC), a nonprofit with a passion for helping Main St. small businesses grow and create jobs. We offer a variety of low-interest financing that fit the needs of small businesses no matter where they are in the growth cycle. Start-ups to seasoned companies and every small business in between can benefit from our financing programs. Our experienced staff takes pride in making a difference with small business owners and is considered the best in the business. CDC Small Business Finance is a not-for-profit lender providing capital to small businesses so they can expand, grow and create jobs in California, Arizona and Nevada. In 40 years, CDC has helped create over 203,000 jobs by leveraging more than $18 billion in loans to over 11,000 small businesses. CDC has a powerful culture and a workplace made up of employees who look forward to coming to work and feel connected to each other through our shared mission of helping small businesses. CDC is seeking a candidate with a strong understanding of small business and commercial real estate financing markets; a professional who is also entrepreneurial, and has a client-minded focus, to join our team and take us to the next level of impact by managing our investor relationships. Check us out at [www.cdcloans.com](http://www.cdcloans.com/)

**Primary Responsibilities:**

The primary responsibility is to lead, build and accelerate an integrated investor relations strategy for the firm.

**Essential Functions/Responsibilities:**

* Develop a robust investor relations strategy and framework
* Develop and maintain long-term relationships with all existing and prospective investors, as well as capital intermediary partners (e.g. investment banks, CDFI capital partners). The target investor base will extend beyond CDC SBF’s historical investor base (e.g. CRA-motivated institutions and foundations) to also include mainstream investors, with a focus on the emerging class of market investors looking for financial and social returns
* Manage the preparation of presentation and pitch materials for new investor pursuits, tailoring the narrative based on investor targets
* Quarterback the execution of capital transactions with investors, partnering across other departments (e.g. Lending, Finance, Operations, Sales) as necessary
* Analyze and prepare insights on capital market activity and trends, including implications to CDC Small Business Finance’s overall strategy, and present them to the leadership team

**Minimum Knowledge, Skills, and Abilities Needed to Perform Essential Functions of the Job:**

* A Bachelor’s degree in business, finance, or accounting
* 10 or more years of relevant experience, ideally interacting directly with investors in a capital markets function
* Strong understanding of small business and commercial real estate financing markets
* A professional who is also entrepreneurial, and has a client-minded focus
* Enthusiasm for CDC Small Business Finance’s mission to support those who face the greatest obstacles in securing capital
* Must be able to perform in a high-pressure environment, and be able to meet tight deadlines
* Has superb written and verbal communication skills, as well as the ability to draft engaging and impactful messages for inspiring investors
* Some travel required (25% of time).
* Proficient in Word, Excel, and PowerPoint
* **Compensation:**

Compensation includes a base salary plus the opportunity to earn a bonus of up to 20% of salary based on performance. Benefits include low cost health, dental, vision, life/disability and a 401(k) plan with 50% match and NO salary cap.

* **How to Apply:**

Please send resumes to ehebert@cdcloans.com