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# Example of VP, Investor Relations Job Description

Our company is searching for experienced candidates for the position of VP, investor relations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for VP, investor relations

* Manage the production of formal quarterly reporting package by gathering portfolio-level and market updates from portfolio managers, asset managers and researchers, and crafting them into cohesive update summaries on the portfolio
* Line manager to associates and analysts in the IR team
* Develops and maintains a company investor relations strategy and plan
* Establishes the optimum type and mix of shareholders, and creates that mix through a variety of targeting initiatives
* Creates presentations, news releases, and other communication materials for earnings releases, industry events, and presentations to analysts, brokers, and investors
* Supports the production of all annual reports, SEC filings, and proxy statements
* Monitors analyst reports and summarizes them for leadership
* Serves as the key point of contact for the investment community, establishing and maintaining relationships with stock exchange representatives
* Organizes conferences, earnings conference calls, and investor meetings
* Provides feedback to management regarding the investment community's perception of how the company is being managed and their view of its financial results the impact of stock programs and dividend changes

## Qualifications for VP, investor relations

* Provide an excellent investor relations service to all investors and prospects
* In-depth knowledge of financial statements modeling and valuation techniques utilized by analysts
* Skilled at building networks and interpersonal relationships
* Fluency in English including good writing skills
* At least 7-10 years experience working in the investor relations function for a Fortune 500 company
* Excellent project management & organisational skills