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# Example of VP, Investor Relations Job Description

Our company is hiring for a VP, investor relations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for VP, investor relations

* Providing content in the development of presentations, profiles, Q&As, DDQ’s and other marketing materials
* Ensuring that the investment stories for assigned products are presented consistently and that the products are properly positioned across all customer touch points
* Develop, enhance and prepare fund marketing materials including monthly tear sheet and marketing deck
* Traveling to meet with prospective clients and/or conferences to market the firm’s products
* Reviewing market analysis and other relevant analytical work
* Contribute to the annual report
* Gather investor feedback, industry/competitor information, and other shareholder related concerns and reporting to senior management as appropriate
* Partner closely with SVP, Finance and CFO to build, manage, and maintain and strengthen Company relationships with financial community, including existing and targeted prospective analysts, investors and rating agencies
* Present and communication earnings release to executive leadership and shareholders
* Design and maintain plan for 1x1 investor meetings, conferences, and investor days

## Qualifications for VP, investor relations

* Bachelor’s degree in Finance and/or Communications field preferred
* 10+ years of combined experience in investor and media relations including 5+ years’ experience in managing an investor relations department
* Excellent written and verbal skills, relationship-building skills in the investment community
* Ability to collaborate with the executive team
* Ambitious, passionate, entrepreneurial
* Articulate and confident presenter