



Investor Relations Manager

OUR MISSION: To be the catalyst for economic prosperity within our community.

OUR VISION: The Greater Topeka Region is internationally recognized as a vibrant, innovative, fun, diverse and healthy community.

The Greater Topeka Partnership seeks an outgoing, driven, community oriented **Investor Relations Manager** who will be an integral member of the Greater Topeka Partnership team!

Base salary of \$52,500.00; additional earnings through commission & bonuses, excellent benefits package, and flexible work schedule.

Major duties include:

- Join the team that is moving Topeka forward and creating Momentum!
- The Investor Relations Manager for the Greater Topeka Partnership is an integral part of the Partnership team working closely with VP of Resource Development to enhance membership value through upselling sponsorships, advertisements, and additional services.
- This role is relationship-focused, requiring frequent in-person visits with prospective and current members and attending community events as a GTP representative.
- In this fun & fast-paced role the Investor Relations Manager handles: Member Acquisition & Engagement, Member Retention & Engagement, Ambassador Program, Sponsorship & Advertising Sales, and Tracking and Reporting. No two days are ever alike in this flexible role.

A strong candidate will possess:

- Three (3) plus years B2B sales and/or membership experience (or comparable) with demonstrated revenue generation abilities.
- Bachelor's degree preferred, but not required.

- In-depth knowledge of Topeka and Shawnee County business community preferred.
- Ability to communicate effectively, both orally and in writing, with staff, business community and business prospects.
- Strong computer and word processing skills, including CRM software, Word, Excel, Outlook. Experience with InDesign desired.
- Ability to work efficiently with attention to details and quality of work produced.
- Excellent public speaking and presentation skills.

The right candidate must be aligned with the Partnership's Core Values, which run through every decision we make, every action we take:

DIVERSITY & INCLUSION – Our organization, like our community, is great when everyone has a voice that is heard and valued.

INTEGRITY – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

VISIONARY – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.

PASSION FOR COMMUNITY – We love our community!

If you think YOU might be one, send a short cover letter including salary history and resume to Jessica Ohse at Jessica.Ohse@topekapartnership.com.

