



Greater Wichita
Partnership

GREATER WICHITA PARTNERSHIP Vice President of Investor Relations

July 2021

ABOUT THE GREATER WICHITA PARTNERSHIP

The mission of the Greater Wichita Partnership (Partnership) is to align resources and focus the business community on common strategies that fast-forward economic growth in Wichita and South-Central Kansas. The Partnership focuses on three key priorities: jobs, talent, and quality of place.

POSITION DESCRIPTION

The Vice President of Investor Relations (VP) leads the investor relations program and runs point on identifying and developing relationships with investors to support and empower the key vision and initiatives of the Partnership. A successful applicant will be relationally and strategically oriented, able to build collaborative and fruitful relationships across all regional industries.

The VP is responsible for managing a variety of organizational initiatives designed to develop and sustain strong levels of investment, including:

- Nurture, develop, and continuously engage current investor organizations and partners.
- Develop new prospects, coordinate outreach and meetings, and develop successful investment opportunities with new organizations.
- Develop and update investor communications, deliverables, and sales tools.
- Prepare and deliver presentations to the Partnership Board or any relevant committees.
- Represent the organization at key community functions for the purpose of sharing the Partnership's story, vision, and recent successes with existing and/or target investors.
- Organize, manage, and coordinate Partnership events necessary to promote the work and mission for the purpose of advancing the organization's financial success.
- Facilitate investor invoicing and receivables with finance team.

Successful integration and collaboration with other Partnership areas is critical to achieve the overall organizational mission. This role reports to the executive vice president of operations but collaborates with the CEO and others across the entire organization to gain awareness of key initiatives and develop a work plan for successful investor engagement. The VP also works with the Partnership Board (and its relevant committees) to develop the work plan for the Investor Relations Department.

This VP will routinely analyze investor programs and develop targeted initiatives designed to attract new investment and maintain strong relationships with current investors. They will be



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responsible, with CEO and management team guidance, for all aspects of annual and multi-year investor campaigns, including process objectives, coordination, and management of Partnership resources related to the campaign.

The VP plans, organizes, and directs all events and functions that support the investor and stakeholder relations program including quarterly meetings and the Annual Meeting. The VP is also responsible for the overall financial and operational administration of Partnership events, and for developing internal support and volunteers to assist during such events.

The VP is responsible for the timely billing and invoicing of Partnership investors, and for regularly reporting the status of financial goals to the CEO and management team. The VP is also responsible for monitoring and managing investor accounts receivable and following up with investors as necessary to ensure that all pledges are collected. The VP is responsible for the accuracy and integrity of the investor database and CRM system, together with all investor information published by the Partnership. The VP would be responsible for other duties as assigned.

COMPENSATION AND BENEFITS

Compensation is commensurate based on experience and qualifications. The position is not eligible for overtime compensation, but every effort is made to recognize excess time worked and adjust schedules accordingly when work allows.

Benefits package includes company-sponsored health and dental insurance plan, paid sick leave, vacation time and holidays and an employer-paid life and long-term disability insurance plan.

Employee can also participate in 401(K) retirement savings plans with an employer match. The Greater Wichita Partnership is an equal opportunity employer.

Please include resume, cover letter and references via email only and preferably in pdf format to – admin@greaterwichtapartnership.org.