

Job Description

Position:

Investor Relations Specialist – Capital Markets / Finance Team

Position Overview:

The Investor Relations Specialist will be responsible for a wide variety of duties to ensure that investor information, requests and reports are handled in a professional, accurate and timely manner.

Key Responsibilities:

- Manage new investor set up and implement existing investor information changes.
- Work closely with Capital Markets and Finance teams to gather information and ensure timely delivery of materials.
- Coordinate and process outgoing investor communications.
- Monitor Investor Relations Outlook inboxes; follow up as applicable.
- Maintain investor request log and create calendar reminders for responsible parties.
- Organize and maintain investor records in Salesforce and follow up with team to insure database is regularly updated.

Job Requirements:

- Candidates must have proven experience in dealing with investor relations.
- Position requires a high level of interpersonal skills to handle sensitive and confidential situations and information. Any such confidential information must be maintained in the strictest of confidence. Position requires demonstrated poise, tact, and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization as well as investors and other external contacts.
- Must take the initiative and have the intuition to be proactive in improving effectiveness and efficiency of the position.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple tasks and demands.
- Knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, PowerPoint, Salesforce, Private Equity Office (PEO)).
- Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines.

Company Overview:

Rockbridge is an integrated hotel investment firm that has executed on approximately 330 hotel investments in 44 states over the past two decades. Since 1992, Rockbridge's team has invested nearly \$3 billion in the hospitality industry as part of approximately \$5 billion of total transaction capitalization. The principals of Rockbridge have formed and managed ten hospitality-focused investment funds with predominantly institutional investors. For additional information about Rockbridge, visit www.rockbridgecapital.com.

Contact Information: resume@rockbridgecapital.com