



Tampa Bay Economic Development Council Investor Relations & Event Coordinator Job Description

Department: Investor Relations
Position: Investor Relations & Event Coordinator
Reports to: Director of Investor Relations
Status: Full-Time, Exempt

Summary of Responsibilities

The Investor Relations & Event Coordinator provides essential administrative and event support to the Director of Investor Relations, ensuring seamless execution of Investor engagement efforts. This role is responsible for coordinating logistics for Investor-related events, maintaining accurate Investor records, and managing communications with stakeholders. Key duties include assisting with event planning and execution, managing Investor updates and distribution lists, supporting billing and collections, and providing administrative support for meetings and reports. This position requires strong organizational skills, attention to detail, and the ability to collaborate across departments to enhance Investor relations and event success.

Essential Functions

Fundraising

- Identify new Investor prospects
- Identify new grant and sponsorship opportunities
- Collaborate with existing staff to identify additional sponsorships, grants, or revenue sources.

Investor Relations

- Assist in planning and executing all EDC and Foundation events, including but not limited to Small Group Lunches, Meet the Projects, ED Talks, Annual Meeting, and Aim for Opportunity.
- Ensure meetings and events are properly communicated to all Investors.
- Support the Marketing Department with Investor-related mailings, announcements, and updates.
- Manage and maintain Investor updates and distribution lists.
- Ensure timely communication of Investor updates to relevant departments.

Finance & Administration

- Manage and maintain Investor database and contact lists.
- Manage internal process for Investor billing.
- Assist in collections for Investor commitments, sponsorships, and other sources of funds

- committed to the EDC and its Foundation.
- Support the planning and preparation of Executive Committee and Board of Directors meetings.

Preferred Qualifications and Competencies

- Four-year college degree required
- Experience in event coordination and support.
- Strong collaboration and teamwork skills.
- Ability to manage multiple projects, prioritize tasks, and meet deadlines in a fast-paced environment.
- Self-motivated and detail-oriented.
- Excellent written communication skills.
- Proficiency in Microsoft Office.
- Must be able to travel occasionally throughout Hillsborough County and periodically outside the region.

Working Conditions

- Occasional travel for meetings
- Some evenings and weekends may be required
- Work under and maintain confidentiality
- Eligible for remote work per TBEDC Employee Handbook policies

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time for any reason. All applicants for this position are subject to pre-employment drug and background screenings.