

JOB DESCRIPTION

Investor Relations Associate

REQUIRED SKILLS:

1. Excellent interpersonal and telephone skills.
2. Excellent computer skills. Proficient with Word, Excel, Power Point, and database management.
3. Demonstrated ability to work well with diverse groups.
4. Excellent business writing skills required with capability to draft own correspondence.
5. Demonstrated organizational skills.

PREFERRED SKILLS:

1. Sales or fundraising experience
2. Familiarity with Economic Development
3. Familiarity with Colorado industries

SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT TO BE USED: Computer, telephone, copier, fax, calculator and AV equipment.

WORKING CONDITIONS: Position requires flexibility of scheduled work hours for meetings inside and outside the Chamber. Must be able to interact well with others and actively seek out work.

DEADLINE FOR APPLICATION: Open until filled
SALARY: \$40,000 + Annual Bonus Opportunity

APPLICATION PROCESS:

Qualified applicants send a complete application to include: cover letter, resume, salary expectations, and references to: careers@denverchamber.org Attention: Stephanie Samano.

Incomplete applications will not be considered.