

Investor Relations Manager

September 2020

Job Status: Full Time, Salaried

Reports to: EVP Investments

SUMMARY

The Investor Relations Manager plays a critical role in the strategic expansion and strengthening of TAS's private equity platform. Entrepreneurs for the public good, we believe that maximizing our project's social impacts will maximize financial returns for our investors – and vice versa. Our ideal candidate is an energetic self-starter who brings excellent market understanding, business acumen, communications skills and creative flair to the role. This is a unique opportunity to establish a best-in-class investor relations framework at a growing and uniquely positioned real-estate development firm.

SKILLS AND COMPETENCIES

- Post-secondary degree in finance or business administration; professional designations and post-graduate degrees are considered assets
- 5+ years of investor relations and/or corporate development experience; background in real estate investments, charitable foundation, family office, corporate finance or equivalent preferred
- Fundraising experience, ideally on behalf of a real estate private equity or development firm targeting primarily North American institutional and Family Office investors
- Strong interpersonal skills, able to build and maintain relationships and influence at all levels
- Outstanding written and verbal communications skills, with extensive hands-on experience creating communications strategies and materials
- Entrepreneurial with a high level of integrity and ownership, operates with urgency when required
- Analytical with rigorous attention to detail, sound planning prioritization, organization, and execution skills
- Ability to think outside of the box, a solutions-oriented problem solver
- A team player who can also work independently
- Curious and collaborative
- Confident with an approachable and professional style
- Passionate, with a demonstrated interest in city-building and/or social impact

ROLES AND RESPONSIBILITIES

- Develop and manage the execution of a robust investor relations framework
 - Direct relationship cultivation and stewardship strategies
 - Manage all reporting
 - Anticipate and respond to information requests
 - Proactively raise TAS profile via communications, PR and thought leadership activities
 - Develop compelling communications materials e.g. pitch decks, presentations, marketing materials, online content etc.
- Work collaboratively with colleagues to support and project manage fundraising efforts for TAS vehicles and products
- Engage in ESG and impact investing research, best-practices and networks
- Recommend and implement processes, systems and tools to improve team effectiveness
- Deepen personal understanding of TAS's strategy and culture on an ongoing basis
- Embody TAS's Culture Code - be a performance fanatic, innovative, an exceptional collaborator and committed to multipurpose impact

TAS offers a competitive compensation package including a recently enhanced group health benefits program and Employee/Family Assistance Program.

PROCESS: Candidates should email their resume and cover letter together in one PDF document to: careers@tasdesignbuild.com quoting the position in the subject line. No telephone inquiries. We thank all applicants, however, only those selected for an interview will be contacted.

ABOUT: TAS is a community-focused, mixed-used developer. We cultivate long-term relationships with communities to ensure our positive impact extends well beyond the footprint of our buildings. Our office is a lab where a growing team of passionate experts and external partners collaborate to solve our city's most pressing needs. We have completed five major projects and our active project pipeline has an estimated value at completion of nearly \$3.3 billion. TAS is a Certified B Corporation and a founding member of the SVX Social Impact Investment Platform. www.tasdesignbuild.com