

Job Description: Investment Relations Manager

Reports to: Senior Leadership Team

Location: Remote

Type: Contractor

About Seventy7 Ventures

Seventy7 Ventures is a leading capital advisory and venture partnering firm specializing in raising capital and supporting digital & technology ventures within the Creative Industries. Our mission is to accelerate the digital and technology capabilities of the Creative Industries through connecting exceptional businesses with strategic investors and providing our expertise as a resource needed for success.

Role Overview

The Investment Relations Manager will be responsible for building and maintaining relationships with investors, helping to drive capital raises, and ensuring effective communication between Seventy7 Ventures, its portfolio companies, and investors. The role is crucial in supporting capital-raising initiatives, monitoring investor engagement, and ensuring a smooth flow of information and feedback.

Key Responsibilities

1. Investor Engagement & Strategy

- Develop and execute an investor relations strategy, ensuring strong and lasting relationships with current and potential investors.
- Identify opportunities to grow the investor network, particularly in key markets.
- Attend industry events and conferences to represent Seventy7 Ventures.

2. Capital Raise Support

- Collaborate with the senior team to support fundraising efforts, including preparing investor materials, conducting outreach, and organizing investor meetings.
- Monitor and track the progress of ongoing capital raise efforts, ensuring clear and consistent communication with all stakeholders.

3. Reporting & Feedback

- Ensure that investors receive regular updates on portfolio performance, financial metrics, and other relevant information.
- Gather and report feedback from investors, helping the leadership team refine strategy and communication.
- Maintain investor databases and CRM systems.

Skills & Qualifications

- Proven experience in investment relations or capital raising, particularly within the financial or venture capital sectors.
- Strong communication, networking, and presentation skills.
- Ability to build relationships with stakeholders at all levels.
- Highly organized with strong project management capabilities.
- Knowledge of venture capital, private equity, and capital markets.
- Bachelor's degree in finance, business, or a related field. MBA preferred but not essential

Benefits

- Competitive retainer and performance-based bonuses
- Fully flexible working arrangements
- Opportunity to work with cutting-edge ventures in the digital and technology space

To apply for this opportunity, simply complete the application and submit your resume along with any supporting information.

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