

Excelsior Energy Capital

Director, Investor Relations

Summary of Responsibilities

- Manage overall Investor Relations function across Excelsior Energy Capital's (Excelsior) family of renewable energy funds, including investor management/reporting, co-investment process management and capital raising
- Coordinate with Excelsior's Controller to manage and assemble overall investor reporting including quarterly valuation and fund return reports, capital calls, management reports, investor newsletters and webinars
- Develop a robust understanding of Excelsior's investment strategy in order to manage investor Q&A on quarterly investment valuations and be able to work with Excelsior's finance team to understand investment and fund models
- Collaborate with the Partners to mobilize their existing network and cultivate new relationships with the aim to form new partnerships with prospective investors
- Organize and manage fundraising-focused events (e.g., road shows) to nurture existing relationships and form new partnerships with prospective investors
- Review and update existing fundraising collateral including marketing presentations, one-pagers, DDQs, quarterly investor reports, press releases, and other bespoke materials as necessary and/or create new collateral as needed to effectively communicate with existing and prospective investors
- Prepare deliverables for investor calls, videoconferences and meetings; compile briefing materials and company descriptions to prepare the team accordingly
- Help design and execute the Annual General Meeting and other LP events throughout the year, with support and assistance from the Excelsior administrative team
- Maintain the investor database, logging updates in Excelsior's CRM platform including contacts, event and investor notes and call activities; track prospective investor opportunities across funds
- Work with the investment team, operations team, fund admin, investors and lawyers as needed to manage, track and execute offering docs, ensure proper compliance and turn all investor-related due diligence requests in a timely manner
- Manage ESG reporting with Limited Partners and track ESG landscape evolution
- Maintain and update Excelsior's Data Room when in fundraising mode
- Update third-party database information (e.g., Preqin, Pitchbook, etc.)

Summary of Qualifications

- 5+ years experience of investor relations and fundraising support within private markets, and/or a reporting and analytical background to support the project management component of the role
- Bachelor's degree and minimum of 2-4 years of analytical and presentation experience, with knowledge of private equity and financial concepts strongly preferred
- Private markets IR, placement agent (i.e. project management and/or distribution) and/or relevant experience preferred

- Detail-oriented, with superior organizational, time and project management skills
- Strong academic credentials, work ethic and a genuine passion for excellence
- Highly proficient in PowerPoint, Excel and Microsoft Word
- Excellent verbal and written communication skills
- Exceptional attention to detail, ensuring accurate and consistent reporting in all investor communications and across Excelsior's investor materials
- "No-task-is-too-small," team-player attitude
- Self-starter, comfortable in a fast-paced, growing team environment
- Travel requirements expected to be 10-35% of time, depending on fundraising activities
- This position is preferably based in Minneapolis, MN, however consideration will also be given to individuals with outstanding credentials who are based outside Minneapolis.

We are thrilled to continue growing our team of dynamic individuals with diverse backgrounds who enjoy working in a collaborative, fast-paced environment. We offer a competitive compensation package commensurate with experience. Salary, performance bonus and carried interest in the funds. Benefits include medical, dental, vision, life and disability and 401(k) matching.

Candidates must be able to submit verification of his/her legal right to work in the United States, without company sponsorship.