



Investor Relations Consultant

[Uptima Entrepreneur Cooperative](#) provides holistic and culturally relevant education, advising, and community to support diverse entrepreneurs in creating thriving businesses in service to their communities. Our programs support entrepreneurs throughout their journey of starting, planning, growing, funding, leading, and keeping their businesses in their communities. We are very different from other business support organizations – as a cooperative, entrepreneurs and workers are a part of a real community that shares in our profits and has a say in how our programs are run.

Position Description

Uptima is looking for an Investor Relations Consultant who shares our vision, values, and commitment to creating a community of resilient, thriving entrepreneurs and businesses that are economically, socially, and environmentally just. At Uptima, you will perform within an innovative culture that's focused on redefining the field of entrepreneurship support by centering the experiences and needs of entrepreneurs of color and shifting how education, advising, and capital flow and support flow to our businesses.

The Investor Relations Consultant plays a critical role in securing funding to support our programs and operations. The Investor Relations Consultant has responsibility for developing and implementing a fundraising strategy that aligns with our mission, vision, values, and strategy, and centers relationships rather than transactions. The Investor Relations Consultant will have a solid understanding of different fundraising strategies for social enterprises, including government contracts, philanthropic capital, and investment capital.

This is a part-time independent contractor position with the potential opportunity to grow into full-time employee role. Must be located in the San Francisco Bay Area or Boston.

Responsibilities

- Develop a fundraising strategy to support our programs and operations in a way that is sustainable, equitable, and supports the wellbeing of our team and the entrepreneurs we work with
- Nurture relationships with current funders and lead relationship building with prospective funders
- Conduct the full range of activities required to prepare, submit, and manage funding and contract proposals and reports
- Write funding and contract proposals and reports, including collaborating with other team members to gather and integrate stories, data, and research to develop a compelling narrative

- Manage, report on, and ensure timely follow up on funder and contract related tasks, deliverables, and timelines
- Work with team members to manage impact data and report on key metrics related to funders and contracts
- In collaboration with the Administrative Circle, create and track budget proposals and reports for funders and contracts
- Track and report on fundraising goals, pipeline, and compliance
- Maintain a database of fundraising and contract relationships and opportunities, including maintaining contacts and tracking funds received, pipeline, and deadlines
- Conduct prospect research to diversify and grow our pipeline of funders and contracts
- Support marketing and communications efforts related to fundraising and impact reporting

Qualifications

- Strong desire to contribute to an organization with positive community impact
- Bachelor's degree, preferably in English, Communications, Marketing or Business
- At least five (5) years of experience with fundraising for social enterprises
- Knowledge of a variety of fundraising strategies and methods for social enterprises
- Excellent verbal and written communication skills
- Ability to write and communicate clear, structured, articulate, and persuasive narratives
- Strong editing skills, keen attention to detail, and ability to use data to create strategic and compelling proposals
- Ability to conduct research, gather data, analyze information, and prepare reports and other materials
- Familiarity with financial information, including ability to create and/or evaluate grant and contract budgets
- Ability to work independently and successfully manage multiple projects with competing deadlines
- Strong planning, organizing and time management skills
- Experience working in the growth phase of an organization
- Desire to contribute to a cooperative workplace by participating in the development of processes and systems to support organizational effectiveness
- Proficient in Microsoft Office products, email, and internet
- Experience as an entrepreneur starting and scaling a business is a plus



This position will initially be a part-time independent contractor role with a monthly retainer of \$3,000 per month. There is a potential opportunity for this position to increase to a full-time employee role.

Due to anticipated volume of responses, we will contact only those candidates who most closely share our vision and match our qualifications. Only local candidates in the San Francisco Bay Area and Boston will be considered.

How to Apply

Please send cover letter, resume, and compensation requirements to jobs@uptimacoop.com by **June 30, 2021**.

Uptima Entrepreneur Cooperative is an equal opportunity employer and prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender identity or expression, personal appearance, protected veteran status, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination against a person who is perceived to have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. African American and People of Color are strongly encouraged to apply.