

Job Description - Investor Relations Professional Senior Account Manager

POSITION SUMMARY:

Shelton Group, a leading investor relations firm specializing in the technology industry, is expanding our team and has an excellent career opportunity for an investor relations professional. The primary mission of the Shelton Group IR team is to serve as a trusted advisor and partner to client companies, working closely with executive management teams in order to communicate the company's strategy, growth opportunities, financial performance and business initiatives to the financial community, in addition to fulfilling all regulatory requirements. The Senior Account Manager will be an integral member of the Shelton Group IR team with significant interaction between our client company executives and external stakeholders, including existing investors, sell-side analysts as well as potential new investors. Position will be responsible for developing, implementing and managing Investor Relations programs and all related tasks for a specific group of clients.

POSITION RESPONSIBILITIES:

- Collaborate with the Shelton team and client executives to create the client companies' financial communications story and external messaging
- Craft investor marketing materials and related collateral, including investor presentations, financial profiles and IR website content
- Liaise between analysts, investors and investment stakeholders
- Manage clients' IR event calendars, including conferences and roadshows
- Resolve investors' inquiries and develop corporate responses
- Execute the company's press release strategy, including the preparation, drafting and release of quarterly earnings press releases as well as other business and financial news
- Manage the company's participation on quarterly earnings calls as well as investment conferences, roadshows and one-on-one meetings
- Develop scripts for quarterly earnings calls, investor presentations and other related CEO/CFO speeches
- Develop and prepare investor-based Q&As in preparation for earnings calls and investor meetings
- Manage institutional investor targeting analysis and outreach
- Perform extensive financial, valuation and operational analyses to derive key investor messaging and narratives
- Gather marketplace intelligence on an ongoing basis to inform, educate and coach the client companies' senior leadership on near-term and long-term market dynamics, which includes gathering investor feedback and performing perception surveys
- Further develop working relationships with investors, analysts and the broader investment community for the benefit of clients and Shelton Group

REQUIRED SKILLS & CHARACTERISTICS

- Strong analytical, verbal and written communications skills

- Detail-oriented with proven ability to manage multiple projects/clients
- Creative “out of the box” thinker who can translate strategies into concrete tactical plans
- Sound judgment and decision making skills
- A team mentality with a willingness to do what is necessary for the greater good of the company and the client
- Strong leadership skills with the ability to collaborate and influence across all levels of an organization
- Self-motivated with an ability to manage and motivate internal staff and be comfortable making presentations and recommendations to C-level executives
- Proven ability to develop and sustain business relationships in addition to being polished and professional

REQUIRED EXPERIENCE

A successful candidate should possess a Bachelor’s degree in related field with a minimum of 5-7+ years direct work experience in Investor Relations or financial communications, as well as proven ability to originate, plan, develop and execute communication plans and programs that achieve significant impact for clients. Prior experience in an agency environment and/or client account management role is highly preferred with technology industry experience considered a strong plus (semiconductor, telecom, hardware or software sectors). Qualified candidates should demonstrate strong computer skills with a proficiency in Microsoft Word, Excel and PowerPoint a must.

OFFICE LOCATION

We are headquartered in Dallas, Texas at 75 and Coit and have a great benefits plan that includes medical, dental, vision, 401k plan, paid holidays and generous PTO. For consideration, ***please send resume with salary requirements to ir-careers@sheltongroup.com*** (please send an unzipped Word document). Selected candidates will be contacted – phone and in-person interviews will be held for qualified candidates. Please see our website at www.sheltongroup.com for more information on the company.