

The Davis Companies

Associate – Investor Relations

- TITLE:** Associate – Investor Relations
- COMPANY:** The Davis Companies
- LOCATION:** Boston, MA
- REPORTING RELATIONSHIP:** Associate – Investor Relations will report to the Senior Associate, Investor Relations and the Managing Director – Equity Capital Markets
- COMPANY BACKGROUND:** Committed to excellence in both investment performance and operations, The Davis Companies was founded in 1976 and has earned a reputation for integrity, creativity and excellence, making it one of the premier integrated real estate investment, development and management firms in the Eastern United States. Headquartered in Boston and with offices in New York, Pittsburgh and Norwalk, CT, the company has a team of 100+ dedicated professionals who have invested more than \$6 billion in gross asset value through real estate equity, debt, and fixed-income securities. A unique combination of capital markets, development and management expertise allows The Davis Companies to nimbly tackle complex opportunities. Directly, and with its valued partners, The Davis Companies currently owns a real estate portfolio of approximately 12 million square feet of office, multifamily, retail, hospitality, light industrial, healthcare and bioscience properties. For more information on The Davis Companies, please visit <http://www.thedaviscompanies.com>.
- RESPONSIBILITIES:** Investor Relations is responsible for directing the overall activities of corporate and client communications, marketing and new business development. The department helps set firm-wide strategic direction and focuses on expanding and maintaining client relationships. This role will provide an opportunity to work with institutional and HNW investors and understand real estate fund economics and management at a detailed level. You will work closely with the CFO, President, Head of Equity Capital Markets, Senior Management, and with the investment team, and accounting staff. Growth opportunities could include a career in institutional fund marketing and/or real estate investment.
- Main responsibilities will include:
- Assisting in the preparation of key investor communication, including:
 - Quarterly investor letters
 - Capital Call and Distribution Notices

-
- Fund marketing materials, such as PPM's (Private Placement Memorandums) and presentation books
 - Maintaining the investor portal and investor CRM(Customer Relationship Management) data system (Dynamo).
 - Assisting in the coordination of investor events, including:
 - Bi-Annual Advisory Board meetings
 - Annual investor meetings and event
 - Coordinating fundraising activities:
 - Distributing and tracking PPM's (Private Placement Memorandums) and subscription documents;
 - Scheduling investor meetings
 - Field incoming phone calls and emails sent to the Investor Relations inbox and work with multiple departments to answer ad hoc investor questions.
 - This role will involve frequent interaction with investors, wealth advisory firms, and institutional consultants.

QUALIFICATIONS AND PERSONAL CHARACTERISTICS:

- Desire to pursue a career in institutional marketing and/or real estate investment
- Minimum Education: Bachelor's Degree required preferably in related field – economics, finance, real estate or communications
- 2 – 3 years' professional experience, preferably in accounting/finance or in an investor/client relation role
- Familiarity with Customer Relationship Management software encouraged
- Exceptional and professional email and phone etiquette
- Strong skills in MS Excel, PowerPoint, and Word
- Well organized and detail-oriented person that takes pride in putting together high-quality, accurate work
- Self-motivated and assertive in involving others as necessary to complete tasks
- Good interpersonal and communication skills
- Client-focused and service oriented
- Flexibility in a dynamic, entrepreneurial environment

-
- A high level of energy, enthusiasm and positivity

COMPENSATION

AND BENEFITS:

Compensation will include a competitive base salary and bonus, and an attractive benefits package.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.