

## Merritt Community Capital Corporation

**Title:** Investor Relations Coordinator  
**Reports to:** Senior Investor Relations Manager  
**Job Location:** Office in Oakland, California / Remote work within California acceptable;  
Preferred within any of the following metropolitan areas: Los Angeles, Orange County, San Diego, San Francisco Bay area, or Capital Region

**About Merritt Community Capital Corporation:** Merritt is one of California's leading nonprofit affordable housing funders. Our mission is to invest in affordable housing and people to build a stronger California. For over 35 years, we have been a trusted partner, providing more than \$1.6 billion in capital and creating over 12,000 affordable homes across California. Merritt has two primary businesses: (a) investing with mission-aligned developers and funders to make the most challenging affordable housing projects possible and (b) investing in programs that develop the next generation of affordable housing professionals with a focus on making the industry more equitable, diverse, and inclusive. Merritt is guided by our values of being People-First, Solutions-Oriented, Trust, Openness, and Kindness.

**Position Overview:** Merritt is seeking a mission-driven, energetic, and self-motivated professional to support the Investor Relations team. Reporting to the Senior Investor Relations Manager, the Investor Relations Coordinator will manage administrative functions and support investor-related activities. The ideal candidate is a detail-oriented, quick learner who can communicate effectively with many different audiences. Merritt welcomes candidates who have an interest in learning more about the affordable housing industry.

### Key Responsibilities include:

- Assist in the preparation of investor communications, including emails, presentations, and reports.
- Manage incoming and outgoing investor inquiries and ensure timely responses.
- Maintain an up-to-date Customer Relationship Management (CRM) database, updating investor contacts, tracking interactions, and logging meeting information regularly.
- Manage investor access to and inquiries about investor reporting database (Investor Connect).
- Conduct research on existing and prospective investors to support outreach.
- Track investor attendance at industry events and conferences to assist with scheduling meetings.
- Performs various administrative tasks including scheduling meetings, handling logistics of in-person investor meetings, and processing vendor invoices.
- Gather and coordinate information across Merritt teams to address third-party inquiries related to Merritt's business in a timely manner.
- Occasional travel to Federal, State and local conferences and meetings.

### Additional Tasks:

- Take initiative and exemplify motivation to work towards Merritt's mission.
- Other duties may be assigned

### Desired Experience and Qualifications:

- Excellent skills in Excel, PowerPoint, Word and experience with CRM software (Salesforce, HubSpot, etc.).
- Excellent interpersonal skills, the ability to communicate effectively with external and internal parties and dedication to customer relations.

- Excellent writing skills.
- Ability to prepare effective presentations.
- Self-motivated and reliable, taking the initiative to make consistent progress and achieve results.
- Ability to manage and prioritize simultaneous and competing activities while meeting deadlines.
- Exhibit excellent organizational skills.
- Ability to travel to Oakland once a month for staff meetings.
- Experience working in the affordable housing industry in California preferred but not necessary.
- A Bachelor's degree in sociology, communications, finance, economics, or a similar field is preferred;
- Equivalent combination of education/advanced education and/or experience will be considered.

**Compensation:** Merritt offers a competitive compensation package, including a bonus plan and benefits. This is an exempt, full-time position. Annual salary range for this position is \$80,000 to \$120,000. Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest and resume to [cvasquez-noriega@merrittcap.org](mailto:cvasquez-noriega@merrittcap.org) with the subject "Investor Relations Coordinator".

Merritt offers a collaborative culture with a passionate team focused on our mission. We provide excellent benefits, including medical, dental, vision, and life insurance; 10 sick days; 15 vacation days in 1st year, 20 days thereafter, plus 15 paid holidays; 401(k) with employer contribution; and performance bonuses.

Merritt provides equal employment opportunities for all employees. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age, sex, gender, sexual orientation, gender identity, gender expression, marital status, genetic information, disability status, protected military or veteran status or any other characteristic protected by law. Merritt is committed to creating a diverse, equitable, and inclusive workplace.