



Job Title: Director

Location: Newport Beach

Position Type: Full-time

Expected Start Date: Immediate

About Us

Established and growing Newport Beach-based strategic financial communications firm focused on small-cap publicly traded companies is seeking an experienced investor relations professional with strong communication, writing, analytical, and interpersonal skills.

Overview

The ideal candidate will be responsible for managing various clients across the firm's industry verticals and will play a key role in business development initiatives. This dynamic position requires strategic thinking, hands-on implementation, proven business development skills, excellent creative writing capabilities, all combined with a solid financial background.

The individual will work as a part of a team and report directly to the firm's senior managing director. The ideal candidate should be well organized, highly reliable, and have a great attention to detail with an outgoing, positive attitude and an entrepreneurial spirit.

Responsibilities

Responsibilities of this role include:

- Develop and maintain communications strategies for clients.
- Make outgoing calls to establish and maintain strong relationships with institutional investors, sell-side analysts, and corporate issuers.
- Organize non-deal road shows, analyst days, and other marketing events.
- Prepare and coordinate quarterly and annual financial reporting, press releases and earnings calls, as well as communication of other substantive company developments.
- Create PowerPoint presentations and pitch books by researching and collecting data relevant to key company and industry issues.
- Support new client business development.

Qualifications

Ideal candidates for this position will have:

- Bachelor's degree in English, Communications, Marketing, Business, Finance, Accounting, Economics, or another related field (MBA and/or CFA certifications are a plus).
- Minimum five years of relevant experience in capital markets, preferably investor relations, sell-side research, or portfolio management.

Desired Skills

- Strong writing, communication, organizational, and interpersonal skills.
- Windows PC-based skills, with expert proficiency in MS PowerPoint and Word.
- Ability to interpret, understand and analyze corporate financial statements.
- Ability to perform diversified tasks and meet time-sensitive deadlines that require pre-planning, scheduling, and the ability to prioritize.

- The capacity to collaborate in a fast-paced team environment across multiple functional areas, management/experience levels, and physical locations.
- Maintain confidentiality with highly sensitive information.

Benefits

- Competitive market salary, commensurate with related work experience, with opportunity for bonuses
- Company-sponsored cell phone plan
- Standard medical coverage available
- Simple IRA retirement plan with employer match available
- Paid vacation, holiday, and sick leave
- On-site, complimentary corporate gym access
- On-site café, dry cleaners, convenience store and executive car wash
- In-office, stocked kitchen with fridge and snacks
- Centrally located office across from John Wayne Airport and near major freeway commutes
- Open, social environment (ping pong skills a plus, but not required)

Interested candidates who meet the above qualifications should submit a resume and cover letter to DirectorRecruit@GatewayIR.com.