



Job Title	Investor Relations Manager
Classification	Exempt
Reports to	Vice President of Investor Relations
Date	July 2026

Help shape the future of Northeast Ohio.

At Team NEO, we are on a mission to attract businesses, create jobs, and strengthen the region's economy. We work with business, civic, philanthropic, and higher education leaders to drive investment and opportunity across Northeast Ohio.

If you are energized by building relationships, raising investment dollars, opening doors, and making a lasting impact, we would love to meet you.

What You'll Do

As Investor Relations Manager, you will help grow Team NEO's network of investors and partners by raising money and building meaningful relationships with executives, business leaders, and philanthropic organizations. You will identify new opportunities, secure financial support, and create partnerships that fuel economic growth across the region.

You will manage the full investor journey—from prospecting and outreach to stewardship and renewals—while serving as a trusted ambassador for Team NEO.

In This Role, You Will:

- Secure new investments, sponsorships, and renewals to meet annual fundraising goals.
- Build and grow a pipeline of corporate, philanthropic, and community investors.
- Develop relationships with executives and key decision-makers across Northeast Ohio.
- Lead investor meetings, presentations, and follow-up communications.
- Manage investor activity and reporting in Salesforce.
- Partner with leadership, Marketing, and Research to create compelling investor experiences.
- Represent Team NEO at regional business and community events.

What We're Looking For

- Bachelor's degree or equivalent experience.
- Experience in not-for-profit fundraising, business development, corporate partnerships, sponsorship sales, investor relations, or consultative sales.

- A track record of securing new business, investments, sponsorships, or major gifts.
- Strong communication, presentation, and relationship-building skills.
- Experience working with executive-level leaders.
- Familiarity with Excel and Salesforce or another CRM platform.

Preferred

- Experience in economic development, nonprofit fundraising, higher education advancement, or corporate partnerships.
- Existing connections within Northeast Ohio's business or philanthropic community.
- Grant writing or board engagement experience.

Why You'll Love It Here

- Starting salary of **\$60,000+** (final negotiated salary commensurate with experience)
- Comprehensive medical, dental, and vision benefits
- 403(b) retirement plan with employer contributions
- Paid time off and holidays
- Professional development opportunities
- A mission-driven team where your work creates lasting impact

Travel

This role includes regular travel throughout Northeast Ohio and attendance at occasional early morning, evening, and weekend events.

Team NEO is proud to be an Equal Opportunity Employer and is committed to building an inclusive workplace where everyone can thrive.

Contact

Interested candidates should send an electronic expression of interest and a resume to:

Laura Hudak
VP of Finance and Administration
Team NEO
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