



COLORADO CHAMBER OF COMMERCE

Manager, Investor Relations

Location: Denver, Colorado (on-site, currently at least 3 days in office required)

Reports to: Senior Director, Business Partnerships

Pay Range: \$70,000–\$80,000 (Benefit package information is provided at the end of this document.)

Department: Membership / Investor Relations

Please email your application to Lo Leeman at LLeeman@cochamber.com.

Applications are being accepted through February 4, 2026

Mission

Provide operational, administrative, and sales support that enables investor renewals, upgrades, and new investment growth through accurate data, efficient billing, and consistent execution.

Position Summary

The Manager, Investor Relations, is responsible for the execution of investor relations operations, sales support, and administrative workflows. This role ensures accurate CRM data, timely billing and invoicing, and consistent internal processes that support recruitment, retention, and growth. The position plays a critical role in maintaining operational excellence, supporting revenue performance, and enabling effective coordination across departments.

Primary Responsibilities

- Sales & Renewal Support: Coordinate, organize, and support renewals, upgrades, and new investment activity by preparing CRM data, tracking sales and renewal pipeline tasks, scheduling and coordinating meetings initiated by the membership team, and executing post-sale and renewal administration.
- CRM Management & Data Integrity: Maintain accurate investor records, membership tiers, council assignments, and segmented lists; reports; conduct routine data audits and support reporting and forecasting needs.
- Billing, Invoicing & Reporting: Execute invoice creation and revisions, run monthly member invoicing, support payment processing and ACH setup, conduct standard late-payment follow-up, and coordinate with Finance on reconciliation and account status.
- Communications Liaison & Recognition: Identify and flag investor news, milestones, and opportunities; flag appropriate members for recognition and program engagement.
- Operational & Administrative Execution: Manage recurring administrative workflows, internal requests, onboarding and renewal processing, and documentation of standard processes.
- Team Collaboration: Partner with internal teams on member benefits, database management, communications, recognition, billing decisions, and opportunity identification.
- Other duties as assigned in support of investor relations, renewals, and growth.

Qualifications

- Post secondary education (bachelor's degree, associate degree, certificate program, or similar); equivalent professional experience will be considered.
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Benefit Package:

- Medical health insurance
- Dental insurance
- Vision insurance
- 401(k) retirement plan with employer match
- Group term life insurance and accidental death & dismemberment (AD&D) insurance
- Short-term and long-term disability insurance
- Monthly parking or travel allowance to the Chamber office
- Paid Time Off
 - Holidays: 11 days per calendar year
 - Vacation: 10 days accrued per calendar year, increasing based on years of service
 - Leave: Sick leave, personal leave, and family and medical leave

- Minimum of four years of experience in investor relations, membership management, or a comparable relationship-based role.
- Strong communication skills with the ability to engage professionally with members and stakeholders both verbally and in writing.
- Exceptional organizational and time-management skills with high attention to detail and accuracy while managing multiple priorities.
- Ability to collaborate effectively across departments and contribute to team-based goals.
- Technical proficiency with CRM systems, membership databases, Microsoft Office, and related productivity tools.
- Adeptness with commonly used office technology including laptop, scanner, printing, video conferencing; ability to quickly learn the basics of new software applications.

Preferred Experience

- Experience working in a chamber of commerce, association, or membership-based organization.
 - Familiarity with billing workflows and basic financial coordination.
 - Experience improving, documenting, and/or streamlining operational and administrative processes.
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