



Job Description

Vice President Investor Relations

Reports to: Senior Vice President Investor Relations

Department: Churchill Stateside Securities Sales

Location: Employees Home

Status: Exempt – Outside Sales

Schedule: Full Time

Summary:

The Vice President Investor Relations is responsible for originating tax equity investment for the company's funds. CSS solely markets funds produced by Churchill Stateside Group, one of the leaders in tax equity fund development in the country. The product line consists primarily of funds offering federal renewable energy tax credits, state LIHTCs, and federal LIHTC's. The majority of CSS clients are large Fortune 500 corporations, but state tax credit clients can be wealthy individuals. Individual investors are a small part of the Company's business, and are typically accessed through relationships with accounting and advisory firms who introduce their clients to CSS. The majority of the work responsibility for the VP Investor Relations is developing and maintaining relationships with the appropriate decision-makers within likely tax credit investor target corporations. After obtaining investment commitments, the VP Investor Relations works with the CSG team to coordinate the closing and funding processes.

Duties and Responsibilities:

- Obtain and maintain a thorough understanding federal solar tax credits, including regulations, various deal structures, and marketplace yields. Maintain a basic understanding of alternative renewable energy tax benefits and their regulations.
- Obtain and maintain a high level of understanding of federal and state LIHTC's.
- Penetrate and investigate target corporations to determine the decision makers for tax equity investment opportunities.
- Create and execute a marketing plan within each target corporation to identify and overcome hurdle points and identify key points of negotiation.
- Work with the CSG team to match the investor corporation's needs with an optimal fund solution.
- Deliver signed Letters of Intent to CSG for implementation.



- Work with CSS and CSG teams to guide the investor through the diligence and documentation process.
- Participate in weekly and monthly meetings to discuss opportunities and challenges.
- Keep senior management aware of industry trends and provide insight and guidance to the Company for improvements in the Company's offerings or processes.

Supervisory Responsibilities:

- The job has no supervisory responsibilities, yet the position would develop into a roll that would require the supervision of sales representatives over time.

Qualifications:

- Bachelor's Degree from a four year college or university, or five years of related industry experience.
- Outlook and Word experience. General Excel comprehension preferred.
- A high level of understanding of tax equity regulations and structures.
- Experience in marketing investment products to large corporations.
- An ability to position tax credit products as the financial and environmental opportunities that they are to motivate buyers.

Competencies:

- Self-motivation: A driving mentality that continues to challenge oneself.
- Business acumen: Understands business implications of decisions. Understands the elements of profitability.
- Marketing Acumen: Understands how to position products to maximize client reception.
- Responsibility: Understands what has to be done and delivers. Knows when to involve senior management to produce timely solutions to clients.
- Diversity: Demonstrates knowledge of EEO policy. Shows respect and sensitivity for cultural differences.
- Innovation: Demonstrates original thinking and resourcefulness.
- Professionalism: Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration.
- Written Communication: Writes clearly and informatively. Edits work for spelling and grammar. Able to read and interpret written information.

Physical Demands and Work Environment:

- Occasionally required to walk.
- Continually required to sit.



- Frequently required to talk or hear.
- The employee must occasionally lift and move up to 10 pounds.