

## JOB DESCRIPTION

### Marketing / Investor Relations Associate

#### Company Description

North Sky Capital is a pioneer in impact investing, bringing about positive social and environmental change while targeting superior investment returns across its impact private equity (secondaries) and sustainable infrastructure strategies. To date, North Sky has raised \$1.5 billion in committed capital, including more than \$1 billion across its nine impact funds. The firm has led through innovation over the last two decades, launching investment vehicles that were the first of their kind. Based in Minneapolis with offices in Boston and New York, North Sky is one of the largest and most active impact investment managers in North America.

#### Job Description

This position will work as part of the Firm's Investor Relations team and support senior staff in all areas of marketing, communications and investor relations. As an impact-focused investment firm, we have a strong commitment to sustainability and this position will be integral to communicating our brand consistently and effectively. This position will be based in our Minneapolis office. The position's duties include:

#### Marketing & Branding

- Ensure consistent information across all North Sky Capital branded material
- Work with team to produce our impact reports – including annual Impact Report, quarterly spotlights, ad hoc investor requests
- Manage existing trade organization memberships and complete reporting requirements
- Manage existing conference and event calendar and research new event opportunities, supporting team on all sponsorship and attendance needs

#### Communications

- Maintain website and track user activity
- Manage social media presence – promoting firm activities, creating social media content with input from senior team and monitoring / analyzing follower activity
- Media relations – manage press release activity, maintain media contacts and editorial calendars
- Work with senior team to create regular email communications - including quarterly market commentary
- Work with team to develop, produce and distribute NSC videos

#### Investor Relations

- Work with senior team to create and maintain all marketing and other collateral materials; includes industry research and creative design
- Complete diligence requests and questionnaires from existing and prospective investors
- Support fundraising activities of team
- Road show and meeting support – includes coordinating meetings plans, materials preparations and briefing information
- Inside sales support for wealth management platforms
- Special projects, as requested

#### Candidate Requirements

- Bachelor's degree
- 2-4 years of work experience
- Keen interest in impact investing
- Advanced knowledge of Microsoft Office applications; including CRM

- Excellent written and verbal communication skills
- Strong analytical abilities and attention to detail
- Strong project management skills
- Self-motivated individual capable of working in a collaborative environment
- Ability to balance multiple tasks under changing conditions and priorities

**Interested persons should send a cover letter and resume to:**  
[recruiting@northskycapital.com](mailto:recruiting@northskycapital.com)