



Investor Relations Analyst/Associate - Job Posting (December 2021)

Bay Area preferred

Company Summary

Founded in 2020, [Provenance Capital Group](#) (PCG) is a financial services firm, based in San Francisco, that focuses on allocating capital into regenerative natural resource enterprises. We question the assumption that the capital markets should be driven by short term financial thinking. Instead, we collaborate with clients, companies, and other stakeholders to transition to an economy that is focused on a bottom line that includes people, planet, and profit.

VISION: A more equitable and regenerative allocation of the world's resources

PCG: To be the trusted guide that will evolve alongside investors and direct investments to build a better world

HOW: We offer our clients deep expertise, bespoke guidance, superior access, and trusted partnership. We achieve our mission by:

- Providing business strategy and capital raising services to regenerative businesses and enterprises
- Supporting investors to identify and evaluate mission-aligned natural resource investments
- Analyzing industry and macro trends to inform our thought leadership, financial innovation, and investment decisions

Position Summary

We are seeking an Investor Relations Analyst/Associate to join our team full time (with an immediate start date). The position will report to the company's FINRA Supervisory Director, will support the entire investment team, and will work collaboratively with our entire small and dynamic team.

The Analyst/Associate will play a key role in increasing the efficiency and effectiveness of our investor relations team. The Analyst/Associate will play an ownership role in our investor network – both in managing the network from a CRM perspective and building out the network through business development. This position requires excellent communication skills and will require working with multiple parts of our small team.

Key responsibilities may include, but are not limited to:

- Build, grow, and maintain the infrastructure to support the PCG investor network
- Keep PCG CRM system updated with investor and enterprise information, and develop pipeline reporting framework for presentation to senior leadership
- Support senior investment bankers on investor segmentation and ongoing relationship management



- Support the investment banking team in fundraising, including data room management, email drafting, and compliance tracking
- Assess advisory and fundraising needs for pipeline enterprises
- Support preparation for industry conferences, may include attending and representing PCG
- Assist in administrative duties as requested
- Willingness obtain FINRA registrations over time (SIE, Series 7, Series 79, Series 63)

Desired Experiences:

- 2-3 years of relevant work experience, preferably in financial services supporting the sales process
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office and CRM software
- Current FINRA registrations (SIE, Series 7, Series 79, Series 63) will be looked upon favorably

Compensation and Benefits:

Salary Range: \$65,000 to \$95,000 with 10% to 20% bonus potential. Compensation will be determined by several factors, including educational background and experience. Individuals will be eligible for full participation in company benefits.

PCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, please submit your information through the form at <https://provenancegroup.io/job-openings/>