

Job Title: Member/Investor Relations Manager
Reports to: President & CEO
Status: Exempt
Organization: Economic Development Board for Tacoma-Pierce County (EDB)
Location: Tacoma-Pierce County, WA

Organization Overview

The Economic Development Board for Tacoma-Pierce County (EDB) is a nonprofit, public-private partnership dedicated to making Pierce County the most equitable, innovative, and resilient economy in the Pacific Northwest. We help primary employers expand, and thrive by providing hands-on support, strategic connections, data and insights, and a collaborative network of partners. While our work focuses on business recruitment, retention, and expansion, we envision a Pierce County that is globally competitive, environmentally sustainable, and defined by shared prosperity.

Position Summary

The Member Relations Manager is responsible for leading the EDB's investor relations strategy and managing all investor and board-related events. This role supports the organization's mission by maintaining strong relationships with investors, planning and executing impactful events, and providing critical administrative support. The ideal candidate is an experienced investor/membership relations professional with a strong background in communications, fundraising, and event planning. This is a high-level individual contributor role with no direct staff reports. They will work closely with the President & CEO and other departments to drive engagement, foster partnerships, and enhance investor satisfaction.

Core Functions and Responsibilities

Member Relations and Communications (60%)

- Collaborate with the President & CEO to implement the EDB's investor engagement strategy.
- Serve as a key liaison between investors and program staff to ensure clear and consistent communication.
- Track investor payments, ensuring timely collections and addressing past-due accounts.
- Plan and execute investor cultivation initiatives (e.g., new investor orientations, Board Member onboarding, post-event follow-up, welcome and discovery calls).

- Research potential investors and recommend recruitment strategies aligned with investor profiles
- Develop and manage an investor communication plan, including acknowledgment letters, renewal notices, blogs, and mid-year/annual reports.
- Prepare monthly and quarterly reports tracking recruitment and retention goals.

Event Planning and Execution (30%)

Lead the planning and execution for EDB investor and board events, including the annual meeting, investor briefings, Executive Committee meetings, quarterly board meetings, and the annual Board mini-retreat.

- Manage event logistics, including production schedules, vendor contracts, venue bookings, hotels, financial management, and budget oversight.
- Develop event promotional materials and communication plans.
- Oversee sponsorship budget and partnerships, and sponsor engagement, including delivering on sponsor commitments.

Administrative Support (10%)

- Maintain accurate investor data in the CRM system; manage data entry, cleaning, and analysis.
- Support the creation of monthly development reports by providing up-to-date information.
- Prepare profiles and background information for senior management meetings with investors.
- Assist with special projects across departments, as needed.

Preferred Knowledge, Skills, and Abilities

- 4-5+ years of experience in investor/member relations, preferably within the nonprofit sector.
- Bachelor's degree or equivalent combination of education and experience in a related field.
- Strong understanding of fundraising techniques
- Experience in planning, directing, and executing events
- Knowledge and understanding of the business community is a plus.
- Demonstrated customer service skills with exceptional relationship management skills
- Skilled at connecting and engaging with investors and building strong relationships.
- Master of time management, able to juggle multiple projects, meet tight deadlines, and produce accurate, detailed work efficiently and with discretion.

- A team player who builds strong relationships with diverse stakeholders, including board members, elected officials, business leaders, and vendors.
- Proactive in problem-solving, taking initiative, and resolving issues independently.
- Strong writing and verbal communication skills
- Discretion in handling confidential information
- Experience managing CRMs (e.g. Salesforce).
- Proficient in data entry and management, with excellent command of Microsoft Word, Excel, and PowerPoint

Special Requirements/Qualifications:

- Subject to work beyond the normal scheduled hours of work to include evening and weekend meetings.
- Travel outside of the area for meetings or conferences may be required.
- We operate a hybrid work environment with four days in the office (Tuesday-Friday) and one day remote.

Salary Range

The hiring salary range for this position is \$91,773.00 – \$112,167.00, commensurate with experience and/or education.

This exempt position is eligible for a complete benefit package:

- Comprehensive Medical, Dental and Vision Insurance
- Group Life, AD&D, and LTD Insurance.
- SEP-IRA Contributions
- 11 Paid Holidays
- Paid Vacation and Sick Time
- Wellness/Personal Days
- Paid Parking / Transit Card
- Professional Development / Trainings / Conferences

Additional Information

Physical Demands

The work is sedentary with frequent periods of physical activity and is performed in office surroundings. Typical positions require workers to walk to stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp, and turn objects; and use fingers to operate computer or typewriter keyboards.

Work Environment

Principal duties of this job are performed in a general office environment.

TO APPLY

Please submit a resume and cover letter to **info@edbtacomapierce.org**. Applications submitted without a cover letter will not be considered. Applications accepted until **January 7, 2026**.