

# IRONWOOD

**ASSOCIATE**  
**INVESTOR RELATIONS (SALES)**  
**LOCATION: CHICAGO, IL**

## About Ironwood

Ironwood Capital Management (“Ironwood”) is a San Francisco-based alternative investment manager focused on constructing multi-manager hedge fund portfolios. Founded in 1996, Ironwood manages approximately \$4.4 billion in private and registered funds for a diverse client base of high-net-worth individuals and institutional investors. Ironwood is 100% employee owned, with 8 equity owners, and offices in San Francisco and Chicago. Ironwood is focused on generating attractive, low volatility returns in a consistent and repeatable manner with limited dependence on broader debt and equity markets.

## Job Description

Internal sales role focused on supporting Ironwood’s Investor Relations team to increase efficiency and drive fund flows. Opportunity to:

- ✓ Gain sales experience
- ✓ Learn effective sales strategy, process, and best practices
- ✓ Develop a sound understanding of the hedge fund and alternative investments industry

## Responsibilities

- Help drive the sales process through prospecting, appointment setting, trip building, and developing regional sales campaigns and focus lists from sales report analysis
- Provide broad sales support to Ironwood’s Investor Relations team including meeting preparation, materials creation and fulfillment, calendar management, CRM and e-file maintenance, and additional assignments
- Take a lead role in the preparation and maintenance of RFP/RFIs, due diligence questionnaires, and Ironwood’s FAQ repository
- Assist with custom marketing materials as well as ad-hoc firm projects and initiatives
- Attend periodic client/prospect meetings and conference calls
- Achieve thorough understanding of Ironwood’s business, portfolio, operations, and hedge fund industry

## Skills & Requirements

- Bachelor’s degree or equivalent with strong academic record
- 1-3 years of financial services or sales experience
- Attention to detail is paramount
- Excellent oral and written communication skills
- Team player with strong organizational and interpersonal skills
- Ability to work independently to meet deadlines & complete projects
- Robust technology capabilities (CRM, database, Excel, and PowerPoint experience a plus)
- Series 7 & 63 licensing must be obtained within 12 months of employment
- Ironwood provides support for the pursuit of relevant professional designations (e.g., CAIA, CFA, etc.)
- Associate will work from Ironwood’s Chicago office
- Excellent references

**To apply please email resume to [resumes@ironwoodpartners.com](mailto:resumes@ironwoodpartners.com)**

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