



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments

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**Title:** Manager, Investor Relations &  
Communications

**Location:** Toronto, ON

**Reports to:** Executive Management Team

**Job Type:** Permanent, full-time

#### **Who we are**

The Firm Capital Organization (“Firm Capital”), through its various affiliates operates as a boutique private equity real estate firm with proprietary capital in partnership with various capital pools, partnerships, private and public equity funds, deploying capital opportunistically between debt and equity in the real estate private and public markets. Firm Capital’s main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital Apartment Real Estate Investment Trust. (TSXV: FCA/FCA.U). Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for additional details.

#### **What you need to succeed**

- University degree or college diploma in finance, accounting, or communications.
- 2 – 5 years of experience in finance, equity research, or corporate development.
- Strong organizational skills;
- Excellent time management skills;
- Demonstrated ability to prioritize activities, develop plans and meet deadlines in a fast-paced, entrepreneurial environment;
- Strong verbal and written communication skills;
- Must be fluent in English (written and oral);
- Strong problem-solving skills with excellent attention to detail;
- A results driven self-starter with the ability to work independently under minimal supervision and as part of a large team;
- Knowledge of Microsoft Office Suite, HTML, CSS & WordPress and Mailchimp is required.
- Dealing Representative License is preferred.

## **Your new role**

- Earnings and Reporting: Coordinating quarterly earnings calls, writing press releases, and preparing financial reports and packages for investors.
- Investor Communication: Acting as the main point of contact for shareholders, analysts, and stakeholders to answer inquiries.
- Strategic Marketing: Creating investor presentations, maintaining the investor relations website, and managing investor databases.
- Market Intelligence: Monitoring market trends, analyzing competitor behaviour, and providing feedback to company executives.
- Relationship Management: Maintaining relationships with buy-side and sell-side analysts and organizing investor conferences.
- Compliance and Strategy: Ensuring compliance with regulatory requirements (i.e.: CSA, and OSC) and assisting in corporate disclosure policies and investor documentation.
- Assist with preparing the necessary NI 45-106 Schedule 1 & 2 Forms required for Exempt Market Dealer regulatory filings with Ontario Securities Commission for subscriptions as requested by Chief Compliance Officer.
- Finance: Capital raising, managing existing Limited Partner (LP) relationships, and preparing resolutions, and redemption documents.
- Relationship Management: Manage the entire investor subscription documentation process including meeting investors in-person to sign the subscription documents, implement the Know-Your-Product / Know-Your-Client / Suitability / AML obligations as required under the securities legislation, suggest and create new forms as required to improve the subscription process.
- Market Analysis: Perform marketing services procurement analysis and negotiate marketing initiative fees with various service providers (i.e. memberships to associations, online financial trading platform such as FundSERV, third-party administration services, etc.).
- Perform other duties as required.

## **What we offer you**

- Competitive salary
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

### **How to apply**

Please forward your resume and reference the position you are applying to [careers@firmcapital.com](mailto:careers@firmcapital.com) Visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further company details.

We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.