

Investor Relations Manager

April 2026



WHO ARE WE:

Founded in 2011, Timberlane Partners is one of the most active Seattle-based real estate investment, development, and asset management companies specializing in multifamily real estate. Led by an experienced team, Timberlane has successfully acquired and developed nearly \$2 billion of real estate assets throughout the West Coast and Mountain West. We pride ourselves on our disciplined, entrepreneurial approach, fostering long-term partnerships, and consistently delivering outstanding risk-adjusted returns. We are seeking a candidate with the ambition to scale aggressively.

ABOUT THIS POSITION:

The **Investor Relations Manager** will play a key role supporting both **capital formation** and **investor servicing**, while also contributing to **marketing strategy and execution**. This role sits at the intersection of investor relations, sales enablement, and marketing operations—ideal for someone who thrives in a fast-paced, entrepreneurial environment and enjoys cross-functional work across capital raising, communications, and client experience.

Job Title: Investor Relations Manager

Job Type: Full-time

Location: Seattle, WA (Hybrid – minimum 4 days/week in office)

Reports to: Chief Operating Officer

Company: Timberlane Partners

KEY RESPONSIBILITIES:

Investor Relations & Sales Operations

- Serve as an operational partner to the capital raising team by supporting investor communications, CRM workflows, and reporting.
- Manage onboarding and servicing of new investors, subscription processing, and custodian approvals (e.g., Schwab, Fidelity).
- Respond to investor inquiries and proactively manage distribution of updates, capital calls, performance reports, and FAQs.
- Maintain and improve CRM systems (e.g., Pipedrive, Juniper Square), ensuring investor activity tracking, segmentation, and reporting are accurate and actionable.

Marketing & Event Execution

- Collaborate with external PR and design/branding partners to coordinate press releases, media engagement, and campaign timelines.
- Assist in content creation for investor communications including pitch decks, fact sheets, quarterly updates, and market commentary.

Marketing & Event Execution (continued)

- Manage the investor data room and fund materials across marketing and diligence platforms (e.g., iCapital, CAIS).
- Support planning and execution of investor events, including annual meetings, webinars, dinners, and conferences.

Due Diligence & Compliance Coordination

- Own the diligence and onboarding documentation process for platforms and institutional investors, including RFPs, DDQs, and ongoing updates.
- Support regulatory compliance efforts related to investor eligibility, subscription documents, and platform disclosures.

Cross-Functional Collaboration

- Partner with Finance, Legal, Acquisitions, and Asset Management to ensure all investor materials reflect current performance and strategy.
- Evaluate internal processes and recommend operational improvements or automations to scale the investor relations function efficiently.

QUALIFICATIONS:

- 5–8 years of experience in investor relations, client services, or sales/marketing operations in private equity, real estate investment, or alternative asset management.
- Familiarity with HNW and RIA channels, and experience with investor platforms like Schwab, Fidelity, iCapital, and CAIS.
- Strong marketing acumen and event/project management experience, with a sharp eye for design, brand voice, and professional communications.
- Excellent communication skills—written and verbal—with high attention to detail.
- Experience using CRMs and investor portals (e.g., Juniper Square, Pipedrive).
- Self-starter who thrives in a collaborative environment and enjoys balancing execution with continuous process improvement.
- Bachelor's degree required; finance, business, or communications background preferred.

COMPENSATION:

- Full-time, salaried position, \$150,000-\$175,000 annually plus merit based annual discretionary bonus
- Employer-paid premiums for medical, dental, and vision coverage
- Health Care and Dependent Care Flexible Spending Accounts
- Employer-paid life insurance
- Long-term disability insurance
- Employee Assistance Program
- 401(k) plan with employer-matched of up to 4%: 100% of the first 3% contributed, 50% of the next 2%
- 20 days of paid time off (PTO)
- 10 paid holidays
- Professional development opportunities

APPLICATION PROCESS:

Please visit www.timberlanepartners.com/open-positions and click 'Apply' - this will redirect you to RETS LinkedIn job posting to submit your resume.

Timberlane is committed to a diverse and inclusive staff. We are interested in hearing from people who can work with diverse communities. Candidates of all backgrounds are strongly encouraged to apply.



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