



Intern, Investor Relations

Company Profile

EB5 Capital is a dynamic, industry-leading investment company that specializes in raising foreign capital for real estate projects across the United States. We have investors from over 55 countries. We offer an entrepreneurial, fast-paced environment that is mission-oriented and results-driven. We celebrate the diversity of our clients and our team. If you are a talented and ambitious self-starter ready for the opportunity to directly impact a growing company with an international platform, EB5 Capital may have a role for you.

Job Summary

The Investor Relations Intern will be located in our Washington, D.C. office and will report to an Investor Relations Manager. In this role, you will work closely with Market Managers, including Russia, Brazil, Vietnam, etc. Your core responsibility will be to assist in the establishment and growth of our presence in our international markets. We are looking for a self-starter who is bright, creative, and forward-thinking, demonstrates poise under pressure, and is able to excel in a high-performance environment. The right candidate will have demonstrated excellent project and people management skills. Independence and collaboration are both highly valued.

Job Duties and Responsibilities

- Assist in the establishment of networks for new investor sourcing throughout our markets;
- Collaborate in presenting real estate opportunities primarily to prospective investors interested in an EB-5 visa;
- Help gather, analyze, and identify market trends, opportunities, and insights leveraging quantitative and qualitative domestic and international market data;
- Help our Market Managers build and sustain relationships with foreign partners and immigration attorneys who work closely with each region;
- Assist in the preparation of in-person meetings with prospective investors;
- Aid in the coordination of domestic and international trips involving seminars, speaking engagements;
- Assist with private meetings to present the company and current investment opportunities;
- Maintain clean records of potential and existing investors using the company's CRM system;
- Aid in the subscription process and in the processing of incoming wires/checks from investors from all countries.

Qualifications

- Highly disciplined, organized, and detail-oriented
- Excellent written, oral, and interpersonal communication skills
- Tech savvy and proficiency with Google Apps and Microsoft Office (especially Excel)
- Rapidly learns and enthusiastically seeks out new tools and technologies
- Adaptability and resourcefulness in a dynamic environment; the ability to anticipate needs and react quickly
- International experience highly valued
- Must be authorized to work in the United States
- Bachelor's degree completed or in process
- Knowledge of commercial real estate and/or investments preferred
- Experience in project management and investor/client relations preferred
- Secondary language proficiency preferred

In addition to an hourly salary, reimbursement may be offered depending on the candidate's commute.

EB5 Capital is proud to be an Equal Opportunity and Affirmative Action Employer. We evaluate qualified applicants without regard to race, color, national origin, religion, sex, sexual orientation, disability, veteran status, and any other statuses protected by law.