

Cultivation Capital – Investor Relations Manager

Location: St. Louis, MO (Hybrid / On-site)

Cultivation Capital is a specialized venture platform engineered for undercapitalized markets. We provide institutional access to high-conviction innovation across four dedicated verticals: AgTech, Healthcare, Geospatial, and Digital Tech. By targeting the "Efficient Frontier"—overlooked tech corridors—we systematically deploy capital where generalist funding pools do not reach. Since our founding in 2012, our domain-expert teams have invested in over 150 unique startups.

Cultivation Capital is looking for a highly motivated, full-time Investor Relations Manager to join our team based in St. Louis. The successful candidate will act as the primary point of contact for our limited partners (LPs), ensuring a seamless, world-class experience for our investors. This role requires a high degree of customer service skill, empathy, and attention to detail.

Responsibilities:

- **Investor Support & Communication:** Serve as the first line of support for investor inquiries, delivering prompt, white-glove customer service. Answer common questions regarding unit values, capital account balances, and general fund updates.
- **Legacy Investor Conversions:** Guide and support legacy investors through the fund conversion process, facilitating subscription document completion, portal onboarding, and high-touch transition support.
- **Investor Portal Administration:** Serve as the primary administrator for the firm's investor portal (Juniper Square), overseeing investor profiles, subscription workflows, banking details, and DocuSign tracking. Assist investors with account access and document retrieval.
- **Tax & Financial Reporting Support:** Partner closely with the CFO, fund administrators, and tax teams during annual K-1 distribution cycles to field LP questions regarding tax timelines, reporting, and unit valuations.
- **Fund Operations Support:** Support aspects of the marketing and fundraising cycle from fund concept to the closing of investor capital commitments; assist with capital calls, distributions, and preparing quarterly investor reports.
- **Event Coordination:** Help organize and execute our annual meeting of investors and other LP-focused events.
- **Additional Projects:** Provide cross-functional support to the finance, operations, and compliance teams as the need arises.

Qualifications:

- **Exceptional Customer Service Skills:** A genuine desire to help people, with a patient, friendly, and professional demeanor. You take pride in solving problems for clients and ensuring they feel valued.
- **Highly Motivated & Self-Starting:** An ambitious mindset that thrives in a fast-paced environment and can successfully work independently. We value drive and adaptability over a specific number of years of experience.
- **Outstanding Communication:** Strong interpersonal and communication skills, both

written and verbal. Ability to explain complex or technical processes (like filling out subscription docs or navigating a web portal) in simple, accessible terms.

- **Extreme Attention to Detail:** Excellent organizational skills with a meticulous eye for detail, especially when handling sensitive investor data and compliance documents.
- **Technologically Savvy:** Curious and willing to learn new tools and systems. Experience with Juniper Square (or similar CRM/investor portals) is a major plus, but a demonstrated ability to learn software quickly is required.
- **Financial Literacy:** Familiarity with basic financial statements and venture capital terminology (e.g., K-1s, capital calls, distributions, unit values) is a strong plus.
- **Team Player:** Desire to work collaboratively in a team environment, often under pressure.
- **Industry Interest:** Genuine interest in the venture capital asset class and the startup ecosystem.

Cultivation Capital is an equal opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a uniformed service, or membership in any other class protected by applicable law.

ROLE TYPE

Investor Relations / Client Success

The successful candidate will report to firm general partner Kyle Welborn but will work closely with the rest of the operations team as well as the firm's general partners and investors.

APPLICATIONS

To apply, please submit your resume on Indeed: <https://www.indeed.com/job/investor-relations-manager-3b267660db4de533>