



Managing Director, Head of EB-5 Investor Relations

Position Description

July 2022

Company Background

Civitas Capital Group (“**Civitas**”) is a rapidly growing real estate investment management firm based in downtown Dallas, Texas, with approximately \$1 billion in client assets under management. Since its founding in 2008, Civitas has deployed approximately \$1.8 billion of capital in commercial real estate and lodging investments throughout the United States.

The firm is a pioneer in the institutional-quality management of EB-5 investments. Civitas has invested over \$750 million of EB-5 capital in more than 50 transactions, on behalf of over 1,500 individual EB-5 investors hailing from 40+ countries. Civitas is well-known for its innovative public-private partnership with the City of Dallas to create the City of Dallas Regional Center. Today, the firm operates multiple USCIS-approved regional centers covering many major U.S. markets.

Civitas is particularly adept at serving global investors, including institutions, family offices, and qualified individuals. With Civitas, investors across borders, across oceans, and across cultures feel like they are investing across the street. We find that international clients tend to grasp instinctively that our team’s diversity is not just a strength, but an important competitive advantage. In pairing our international cultural competency with deep knowledge of the U.S. markets in which we invest, we do not seek to be all things to all people. Rather, we focus on niche, differentiated strategies – nothing cookie-cutter or off-the-shelf. We dig deeper to uncover opportunities that others miss.

In every case, in everything we do, we are guided by our core values:

- **Relentless Creativity:** We take pride applying multiple lenses, perspectives, and approaches to every problem.
- **Champions of Courage:** Faith in ourselves and our team gives the firm and each employee the courage to take chances and fail often in the pursuit of excellence.
- **Commitment to Excellence:** “Good enough” is not good enough. We will stand out as excellent.
- **Uncompromising Integrity:** As stewards of trust, we require the highest ethical standards in everything we do.

For further background, see civitascapital.com.

Position Summary

As **Managing Director, Head of EB-5 Investor Relations**, you will lead all marketing and distribution activities for Civitas EB-5 investment funds as well as all investor relations functions related to those funds. You will be a business partner and adviser to the C-suite and other members of the executive team, playing a significant role as the firm’s leader and subject matter expert on EB-5 marketing. Above all, you must thrive on working in a team-focused and high-growth environment, where the organization’s commitment to its culture and values matter.

Responsibilities

- With a relentless focus on enhancing the Civitas EB-5 investor experience, and in a manner that demonstrates commitment to the firm’s core values, supervise all day-to-day EB-5 marketing activity firmwide, including but not limited to:
 - Serving as the voice of the EB-5 investor throughout the organization;

- Collaborating with the CEO, COO, and other relevant team members to develop a comprehensive marketing plan for Civitas EB-5 funds;
 - Developing and continuously deepening the firm's relationships with marketing partners, foreign and domestic;
 - Negotiating distribution terms with broker-dealers and foreign marketing partners;
 - Representing the firm at EB-5 industry conferences and events;
 - Presenting to existing and prospective EB-5 investors, immigration attorneys, and other relevant stakeholders; and
 - Overseeing cross-departmental cooperation in connection with the EB-5 capital redeployment process.
- Ensure effective coordination between EB-5 Investor Relations personnel and other departments on creation and review of marketing materials, digital strategy planning and implementation, travel and event planning, investor intake, and reporting.
 - Serve as firmwide subject matter expert on the EB-5 marketplace, including advising the Investments team on investor preferences and other factors that may influence transaction structuring.
 - Supervise 2 direct reports and several indirect reports, internally and externally.
 - Support COO with development, documentation, and continuous improvement of EB-5 marketing and IR processes, including but not limited to technology implementations.
 - Provide leadership in embracing and representing the company's core purpose and core values.
 - Assist COO in continuing to develop, implement, and refine effective internal processes and technology solutions.
 - Assist COO with development of EB-5 aspects of the annual operating plan and provide forward-looking guidance on risks associated with the firm's EB-5 marketing and IR performance.

Qualifications

- Minimum of 10 years of EB-5 industry experience.
- Thorough, up-to-date knowledge of the EB-5 investor marketplace.
- Demonstrable track record of success managing EB-5 capital raises.
- Broad and deep network of relationships: investors, agents, attorneys, etc.
- Solid understanding of the laws, regulations, and policies governing the EB-5 program.
- Ability to read and comprehend existing and proposed legislation, regulations, and policies.
- Strong, demonstrable oral communication skills.
- Demonstrated leadership skills, evidenced by successfully building, motivating, and managing high-performance teams and by effectively working as a partner with other executives and stakeholders.
- Reputation as a team player with a strong work ethic, integrity, candor, and willingness to accept responsibility and accountability for driving issues to resolution.
- Fluency in English and at least one additional language is required. Spanish, Mandarin, and Portuguese are highly valued.

Compensation and Benefits

In addition to a competitive salary, Civitas offers plans for medical and dental insurance coverage, a company sponsored 401(k) plan, paid parking and an unlimited vacation policy.

Inquiries

Please direct inquiries to:

Sonja Milton
Director, People Experience
sonja.milton@civitascapital.com

No phone calls.

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