



<b>Job Title:</b>	Business Retention & Expansion StartUp Spokane Community Manager	<b>Reports to:</b>	Business Retention & Expansion StartUp Spokane Program Manager
<b>Department/Division:</b>	Business Retention & Expansion	<b>Direct Reports:</b>	None
<b>Status:</b>	Regular, Full-time; Exempt	<b>Date:</b>	April 2018

**Job Purpose:**

Facilitates, coordinates and supports the daily operations of GSI’s StartUp Spokane program.

**Essential Responsibilities:**

- Manages daily operations of StartUp Spokane co-working space, supporting member recruitment and retention, accounting and facility management & maintenance.
- Coordinates and implements key communications and marketing activities in partnership with the Marketing and Communications team.
- Maintains all social media accounts and assists with website updates.
- Researches and coordinates information across the entrepreneurial ecosystem to create our weekly newsletter.
- Provides administrative support, tracking and reporting to the Business Retention & Expansion team.
- Manages event planning and coordination with the Investor Relations team to ensure maximum efficiency and success.
- Participates in drafting proposals to secure grant funding and other financial resources.
- Contributes to organizational success by:
  - working with colleagues to discover and develop ways to retain, grow, better align and leverage GSI resources for greater impact;
  - developing and maintaining relationships with GSI’s Board and members to improve investor engagement;
  - contributing to an organizational culture of team work, support, engagement, and empowerment;
  - regularly evaluating GSI’s systems and processes for continuous improvement; and
  - contributing to the collection, organization, and presentation of key data in relation to GSI’s strategic plan and goals.
- GSI reserves the right to change or assign other duties to this position.

**Knowledge, Skills, & Experience Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: Bachelor’s degree in education, business, or related field and two years of experience in business communications/marketing, issues research, policy writing, and committee organization is required. An equivalent combination of education and experience may be considered. Experience supporting volunteers.

- Certificates and Licenses: Valid driver's license.
- Computer Skills: Technology savvy and proficient using Microsoft Office suite, CRM software, social media sites, and Internet. Salesforce experience preferred.
- Supervisory Responsibilities: None

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposed to typical office environment conditions and noise levels. Frequently required to travel to local events, meetings or training by car; may also occasionally travel out of the area for meetings or training opportunities by car or air. Regularly scheduled to work 40 hours per week; frequently required to work more than 40 hours per week to meet deadlines, finish assignments, or attend events and meetings.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Employee Acknowledgement**

I acknowledge, understand and agree to the job duties and requirements for this position.

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_