



General Provision - Community Manager, FATVillage

We are hiring a Community Manager here at General Provision to be the face and the voice of our collaborative community. The Community Manager's job is to drive the success of our community and members.

Keeping GP Creative

Our Community Manager is the face of our community: We rely on you to be the point of contact at GP for all members, guests, partners, vendors, event coordination, and scheduling. You are also the voice of the community: You will be keeping our community in the loop by posting events to our internal tools, communicating special announcements to our members, and managing the day to day calendar for conference room and tour bookings.

You play a vital role in new business in the form of membership growth and venue rentals, as well as new partnerships in the form of vendors, artists, and service providers. Identifying, fostering, and finalizing these opportunities are a major part of this role. You will be giving tours, making follow up calls to future members, and managing the registration and payment of fees through our member portal. The Community Manager will work towards membership goals on a quarterly basis, as presented from the Director of Membership.

You are the primary coordinator for events at GP. Working alongside the T R I M strategy team, we will plan and execute many events throughout the calendar year that will require both creativity and focused coordination. Once planned, the Community Manager must take ownership of the execution of these events, as well as facilitating and managing the calendar for events happening within our space.

Most importantly, the Community Manager must invest in building relationships with our members so that they can impact member success. An intrinsic value to joining GP is the opportunity to connect and collaborate with people that they would not otherwise find under one roof.

Understanding the skill sets and the skills needed by our members is the job of the Community Manager. GP will seek feedback from members to help identify events and programming that is relevant community. The Community Manager will be evaluated on their ability to keep our member turnover on target with Churn and Membership goals.

Keeping GP Healthy

You're responsible for making sure GP is a functional and positive place to be. We have an operations manager for technical tasks, and a Barista for the day-to-day clean up and inventory management. You are responsible for managing our barista, cleaning crew, operations requests, and ultimately handling tasks by yourself if things go unresolved. It is your responsibility to manage all aspects of our space.

You are the steward of coworking culture at GP. This means that you must set an example for coworking behavior, and you must also address activity that is disruptive to our working environment and/or culture. You are the first responder to the needs of the space—both at the facility level and personal requests from our members or guests.

Key Attributes of the Community Manager:

- Highly Organized
- Self-Starter with High Reliability
- Excellent Written and Verbal Communication Skills
- Fearless with Technology (Google Apps and Email a must, but we use many others)
- Capable Manager of Time and People
- Loves Process
- Loves Connecting People

Your Day-to-Day responsibilities will consist of:

30% Customer Success: Connecting and Building off each other's needs, Minimize member Churn
30% Membership Development and Growth: Tours and New Member Sign Ups
20% Event Coordination and Partnerships: Planning and Setting Up exciting events
10% Content and Programming: writing announcements and contributing to new events
10% Operations: Coordinating inventory, cleaning, maintenance where needed

This position reports directly to the Director of Membership.

For more information visit: <https://generalprovision.com/>

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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