

## **Community Manager**

**Location:** On site position in Red Wing 40 hours per week. Must live within a one hour drive to Red Wing (relocate before starting work).

### **Description**

#### **ABOUT RED WING IGNITE**

Since its inception in 2013, Red Wing Ignite (RWI) has fueled economic development in Southeastern Minnesota, establishing broad and deep partnerships to spur and expand regional innovation by connecting entrepreneurs to the right resources at the right time.

#### **We Support Entrepreneurs**

By building relationships. Developing the foundation to effectively provide support of business ideation and growth.

By creating connections. Ensuring entrepreneurs are connected to the people and resources they need.

#### **We Support Small Business**

By providing space. Our coworking environment is welcoming and allows businesses to have a place to run and launch their operations.

By offering resources. We are a one stop shop to facilitate the navigation of regional resources.

#### **We Support Community**

By partnering well. We strive to be a proactive partner and collaborator on local initiatives that improve our community.

By investing in growth. We provide education and resources that facilitate business vitality in the region.

#### **Our commitment to Diversity, Equity, Inclusion and Justice**

Red Wing Ignite is an equal opportunity employer committed to diversity, equity, inclusion and justice in the workplace and in the communities with which we partner. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

## THE ROLE

As the Community Manager you will be part of the Entrepreneurship team at Ignite serving our business owners throughout the region and introducing them to our community of support. You will be the first point of contact for new entrepreneurs, identifying their initial needs, answering questions, connecting them with the right team members, and ensuring they are set up for success within our coworking space. Within the team, you will assist in scheduling, administration, and data management.

Ignite has a vibrant weekly schedule of events and you will be the hub for these events, helping ensure they are advertised on our social media platforms, logistics are in place the day of the event, supporting the presenters as needed, and assisting with welcoming our attendees. As part of the event wrap up you will send the necessary attendance data to our project manager for grant tracking purposes.

### Key Responsibilities/Accountabilities:

The Community Manager reports to the Director of Entrepreneurship and the primary responsibilities will include, but are not limited to:

- **Coworking and Space Management.** Lead the daily operations of the co-working space and scheduled outside events as needed.
- **Entrepreneur Support.** Serve as the first point of contact for entrepreneurs seeking support and demonstrate a passion for helping RWI's entrepreneurs grow and thrive.
- **Event Support.** Assist in the coordination of schedules and support the Entrepreneurship team in the execution of events to include logistics, setup, and materials.
- **Social Media.** Work with Dir of Marketing/Dir of Ent to design and schedule monthly social media posts as needed. Own the bi-monthly event newsletter.
- **Registrations.** Create and monitor Eventbrite registrations for ongoing and one time Ignite events.
- **Data Collection.** Coordinate with the Ent Project Manager to ensure support to collection of ongoing data and metrics tracking.

### Qualifications

- Passionate commitment to the mission of Red Wing Ignite and the ability/willingness to adapt as organizational goals evolve
- Positive approach to work with unquestionable ethics, confidentiality and integrity
- Problem solver with a commitment to customer service and a gift for tending to detail
- Ability to learn quickly and manage simultaneous projects; flexible in approach to work and tasks
- Strong interpersonal skills with the ability to collaborate effectively across teams and build relationships with clients
- Attention to detail, ability to execute tasks in a timely manner with a commitment to high standards
- Ability to work independently; take project from start to finish with minimal oversight

- Bachelor's Degree preferred, or equivalent with a combination of education and experience, including demonstration of the ability to provide excellent customer service and write at a professional level.
- Working knowledge of Microsoft Office and Google Workspace along with a familiarity with cloud-based productivity software, including Monday.com, Dropbox, Hootsuite, Eventbrite, Survey Monkey.
- Proficiency in digital communications platforms including social media (Facebook, Instagram, LinkedIn, Hootsuite), and email marketing software (Mailchimp)

## **Benefits**

Comprehensive benefits package includes professional development opportunities to support continuous learning and growth, a collaborative and mission-driven work environment dedicated to making a difference in the community, and the following benefits currently:

- Red Wing Ignite offers a competitive package to full-time staff, including 3 weeks of PTO, 4 floating holidays, and 15 paid holidays.
- Employee 401K retirement savings plan with match
- Health and life insurance coverage, plus other add on benefits available
- Fulltime, 40 hours a week. \$25-\$27 an hour

**To apply:** Please submit a cover letter and resume to [Stacy@redwingignite.org](mailto:Stacy@redwingignite.org) for consideration.