

# **Greater Cleveland Partnership**

## **Position Description**

<b>POSITION TITLE:</b>	Manager, Tech Community Growth
<b>TEAM:</b>	Membership Development & Marketing
<b>REPORTS TO:</b>	Senior Vice President, Membership Development & Marketing
<b>FLSA CLASSIFICATION:</b>	Exempt

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### **POSITION SUMMARY:**

The Manager, Tech Community Growth will lead the Greater Cleveland Partnership's strategy of positioning the region as a thriving tech hub. This individual's primary role will be acting as a community builder, convener and champion for our growing tech community. This includes working with tech companies, tech leaders, and the broad business community to promote tech adoption, engagement, and collaboration.

### **ESSENTIAL FUNCTIONS:**

- Design initiatives to engage leaders from tech companies, enterprise tech leaders (all companies), and various tech C-suite individuals in the work of the Greater Cleveland Partnership's organizational and regional goals.
- Develop and facilitate an inclusive and connected network of technology leadership peer groups – including CIOs/Heads of IT, Tech Founders & CEOs, IT Advisors – to promote information sharing, collaboration, and community.
- Lead efforts to architect and tell the community's tech story by capturing, communicating, and recognizing the stories and the work of tech entrepreneurs and companies, tech professionals, and tech innovations.
- Build and maintain the Tech Events online calendar and tech ecosystem map helping our tech community more easily connect to the right organizations, meet-up groups, and opportunities of interest.
- Co-lead the Tech Ecosystem partner network and convenings to develop a shared regional mission and vision, to promote awareness and information sharing, and to increase support and collaboration opportunities among organizations, individuals, and meet-up groups.
- Represent GCP at key technology organization events and meetings to strengthen GCP's profile in the regional and statewide tech communities.
- Assist with the planning of events and programs relevant to the tech community from roundtable discussions on topics of relevance to educational programs, networking events and Best of Tech Day.
- Lead regular communication to the tech community (including tech companies, tech leaders, and tech talent) with newsletters that include relevant programs, resources, events and opportunities.
- Other job-related duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in appropriate related field
- 3 – 5 years of business or non-profit organizational experience with demonstrated success in leading and galvanizing individuals, teams, partnerships, and large-scale collaborations.

## **REQUIRED SKILLS**

- Demonstrated experience engaging, leveraging, and supporting range of professionals and industry networks to connect people and initiatives to advance business objectives.
- Outstanding communication skills demonstrated in written communications; the ability to present and convey concepts to diverse audiences; and experience leveraging digital communication platforms.
- Ability to initiate work and operate in a highly autonomous environment and demonstrated success in leveraging resources in a matrix management business model.
- Balance of strategy and planning skills with willingness to be closely involved in implementation and execution efforts in pursuit of the strategy.
- Strong professional presence with ability to interact with a range of business and civic executives from companies of all sizes.
- Experience and/or involvement supporting volunteer and civic leadership initiatives.
- Demonstrated ability in fundraising and resource development.
- Strong interpersonal skills
- Ability to manage multiple projects and internal and external clients simultaneously.
- Desktop computer application knowledge and proficiency in Microsoft Office (Word, Excel, PowerPoint, and Access) and Microsoft Outlook, along with experience using and creating other database applications.

## **PHYSICAL REQUIREMENTS:**

- May be required to work more than 8 hours during a workday.
- Sitting for long periods of time
- Limited travel/driving required.
- Significant manual dexterity for keying in data for long periods of time

## **SCHEDULING REQUIREMENTS:**

- Must be available during standard business hours.
- Must be available to work occasional off-hours.
- Incumbent has the flexibility to schedule activity with the approval of supervisor.
- Aspects of this position may be performed from a remote location with the approval of supervisor.