



## StartUp Rutland –Community Development Specialist

StartUp Rutland is a 501C(3) non-profit with a mandate to create a nationally recognized accelerator program to monetize digital and other technology intellectual property for the benefit of communities in the Rutland County, Vermont region. Through a comprehensive and community-driven process, Chamber and Economic Development of the Rutland Region (CEDRR) collaborated with the Center for Rural Innovation (CORI) to develop a meaningful technology-based economic opportunity. This resulted in The Hub CoWorks in downtown Rutland, Vermont, a 22,000-square-foot co-working facility developed in partnership with MKF Properties.

At [The Hub CoWorks, StartUp Rutland](#) is invigorating the Rutland County economy through a focus on innovative business design that brings a blend of technology and Vermont ethos to the world. Our priorities are to serve existing and new businesses through core programming and partners with a focus on innovation-based business development. And we are deeply committed to the creation and maximization of wealth-building opportunities for all citizens of Rutland County.

The **Community Development Specialist** will report to the StartUp Rutland program director.

### Characteristic Duties and Responsibilities

- Manage and maintain the quality of the CRM system and all sales operations for The Hub CoWorks
- Oversee and actively develop membership for The Hub CoWorks
- Plan and coordinate major events, including the development of a comprehensive schedule of social, technical, entertainment, and other events
- Oversee outbound marketing activities for The Hub CoWorks and StartUp Rutland, including but not limited to cultivation of press release development and distribution, social media outreach, web presence, blog and other content platforms, regular member newsletters, and media production
- Provide input to the program director for strategic development of key marketing tools and initiatives
- Collaborate with CEDRR marketing and events personnel to coordinate and leverage shared resources to better strengthen The Hub CoWorks and StartUp Rutland
- Cultivate relationships and a deep sense of community among The Hub CoWorks membership, including maintaining a regular schedule of member interactions
- Intake member concerns and requests and seek to find appropriate resolutions, maintaining adequate records and consistent reporting, ensuring always the quality of the member experience
- Maintain high-level stewardship of The Hub CoWorks facility
- Other projects and duties as assigned

### Qualifications and Experience

This position is charged with executing business development efforts for The Hub CoWorks and maintaining a premium level of customer service through effective interaction. Relevant dynamic sales environment experience, particularly showing sustained relationship management skills. Strengths in event planning, booking, corporate or institutional client experience a must. Familiarity with multi-faceted marketing techniques is greatly preferred. Must have strong written and verbal communication skills and experience. Ideal candidates for our staff prefer an innovative, creative, and entrepreneurial environment where contributions are encouraged and required. You will take part in the development of the organization from its infancy. This is the opportunity to make your mark through economic development for an exceptional community in the heart of Vermont, USA. Are you the right fit for our team? Find out all the details for this exciting opportunity with StartUp Rutland by contacting Program Director Scott M. Graves [scott@rutlandeconomy.com](mailto:scott@rutlandeconomy.com)

*StartUp Rutland and CEDRR provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*