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# Example of Community Director Job Description

Our company is looking for a community director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for community director

* Builds community programs into internal and external events
* Works actively with the Communities product team to maximize use of the platform provide valuable feedback on the product
* Works with website team to ensure consistent and constant presence of Success Community on the homepage
* Participate in the Community Management network to stay fresh and relevant
* Measure, analyze, track, report, measure, analyze, track, report - repeat
* Primarily focused on sales activities outside the community by making sales calls to potential residents, referral sources and other resources
* Work with the Executive Director and the Regional Sales Manager to develop and implement a rolling 90 day Sales and Marketing Plan
* Meet or exceed weekly company/community sales standards
* Produce a weekly sales forecast
* Respond to telephone inquiries, remotely and in real time where possible, and conduct walk-in and scheduled tours with prospective residents or interested parties

## Qualifications for community director

* Excellent follow-up and organizational skills necessary
* 5+ years of relevant work experience highly preferred
* Experience working in Nashville and building relationships with schools highly preferred
* Proven track record of setting and achieving ambitious goals
* Highly organized and demonstrated ability to both motivate and manage superiors, peers, and direct reports to achieve ambitious, concrete results
* Embodies our core values and is committed to being a steward of TFA and these core values