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# Example of Community Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of community manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for community manager

* Help build social media awareness for multiple brands
* Report the channel results and advice
* Collaborates with the Leasing Manager and the corporate sales and marketing team to develop the Leasing and Marketing Plan and sales strategies to achieve budgeted occupancy for the property
* Recruits and hires successful team members and trains staff through department heads
* Maintains regular liaison with University and remains current with admission standards, admission timing, the academic calendar for freshman, returning residents, transfer students, and both graduate and professional schools
* Analyze, prepare and manage the operational budget of the community
* Maximize the profitability of the community
* Track and report on KPIs, being able to read and synthesize broad community sentiment and social activity on key topics
* Oversee community moderators and ensure site voice, activity, is on brand, including individual threads and conversation starters within the message boards
* Establish a routine team check-in on all issues related to community, including being aware of new releases across the company, events, content, that will appeal to the audience

## Qualifications for community manager

* Training in how to tell an interactive story and facilitate a two-way conversation with fans using words, images, video, keywords, and hyperlinks
* Ability to work in a 24 hour project cycle utilizing internal teams, agencies, and/or contractors
* Basic technical understanding of HTML, XHTML, CSS, Java, web publishing, Flash
* Passion for the comic book and entertainment industry
* Minimum educational requirement, B.A
* The ability to turn unique ideas, great stories about our users, and discovered insights into great content