



# Example of Community Manager, Community Development Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is hiring for a community manager, community development. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for community manager, community development

- Oversight and planning of consultation and research efforts across three countries to gather data and feedback from key stakeholders such as members, member leaders and distribution partners for member benefit program development and refinement
- Manage outsourced benefits suppliers to provide cost-effective, service oriented benefits to members
- Lead Membership financial management processes to ensure appropriate tracking, reconciliation and management of member "in trust" accounts
- Provide coaching, mentoring, and support to direct report staff in both technical and non-technical issues
- Assist in planning releases and scheduling development
- Contribute to both technology and process improvements
- Work with talent acquisition team and partner with MLWM Market Executive to attract, hire, and retain a diverse group of experienced, top producing Advisors with growth potential
- Influence and drive activity virtually through remote technology capabilities
- Support advisors as needed, in client interactions
- Partner with local market leadership to manage and mitigate risk and protect the interests of the client, market, and firm

## Qualifications for community manager, community development

- At least four years of community development, government, or policy experience
- 6+ years of community development, government, or policy experience
- 3-5 years' experience in Community Development in a financial services organization required
- Minimum 8 years' experience working within Commercial Real Estate, Community Development
- Minimum of eight (8) years relevant experience in a consulting or leadership environment as a senior project manager and technical resource
- Currently registered or eligible to register as a member of a professional organization