



# Example of Senior Manager, Community Job Description

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Our innovative and growing company is looking for a senior manager, community. 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 senior manager, community

- Implement, communicate, and enforce usage policies within the community
- Encourage and supervise employee engagement in the community at multiple levels
- Work with community leads for upstreams supported directly by OSAS and additional communities as needed
- Lead cross-team communication around community conferences, high-level objectives
- Lead long-term and strategic projects such as high priority events and major community initiatives
- Hire and onboard new community leads
- Provide continuity for projects by ensuring community leads create and maintain sufficient documentation of their workflow, responsibilities, contacts, and infrastructure
- Plan and manage community budget
- Work closely with software engineering, science, design, and program management to deliver features to customers
- Monitor and track construction progress including

## Qualifications for senior manager, community

- Undergraduate Degree in marketing, communications or business

- Strong comfort level being in the role of a team lead and collaborating with groups across the company
- Proven capability of managing budgets
- Excellent team and relationship management skills in collaborating with direct reports, extended team members, external partners, suppliers
- Must possess strong event management and media relations skills