



# Example of Senior Manager, Community Job Description

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Our growing company is searching for experienced candidates for the position of senior manager, community. 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 senior manager, community

- Plan and initially manage content calendar and content co-creation community events
- Establish methods to facilitate community conversation and relationships with influencers
- Define and initially manage weekly social media schedule to increase community awareness
- Conduct knowledge transfer to the client to enable them to manage/moderate their community
- Identify, measure, analyze, track, and share success metrics for new community success
- Gather the community's technical requirements and share strategically with the the community Product team
- Community management of mobile app and Facebook
- Lead product development in an agile environment
- Lead and coordinate efforts cross-functionally with business teams, software development engineers, operations, other product managers, UX designers, and external partners to guarantee smooth and efficient product delivery
- Synthesize conflicting inputs into clear action, communicate tradeoffs, and show progress on multiple fronts both tactical and strategic

## Qualifications for senior manager, community

- Strong project management or organizational skills in content development or content marketing disciplines
- Experience in using customer analytics to make decisions on future direction
- Have a good knowledge of principles of customer service
- Editorial, Marketing, Customer Service experience, a plus
- 8+ years of relevant work experience, where of 2+ years of dedicated community management experience, on forums and/or social sites
- Degree from a well respected college or university