

Job Title: Community Manager, Whiteboard/LaunchX
Location: New Haven, Connecticut

Independent Software's mission is to help entrepreneurs succeed in building products and ventures by delivering excellent, creative work and breakthrough tools. By collaborating closely with entrepreneurs on their new ideas, we help them develop prototypes and early versions of their product, get feedback on their ideas, and build their emerging companies.

This means we deliver traditional product design services like software product development and design, identity development and user interface design, and product planning.

But we also deliver non-traditional services, like community-building and training programs, software apprenticeship programs, and more.

We love what we do – and we're looking for hard-working, fun, and creative people who want to do it with us.

Job Description

The *Whiteboard* (<http://newwhiteboard.com>) is intended to contribute to the startup/innovation community in Connecticut by telling the stories of entrepreneurs, companies, and players. By covering topics important to that community, we believe we can help the amazing teams and products of the future to be born.

LaunchX is a pitch-focused event held in different sites around Connecticut that builds community *and* helps entrepreneurs improve their pitching skills.

Together, these two programs form a community platform for engaging startups and supporting entrepreneurs. As a shared good, the community delivers value to its participants; specifically, it supports Independent Software's efforts to identify and build relationships with potential customers.

The Community Manager for Whiteboard/LaunchX works with the Editor, A100 Program Manager, and CEO to build and grow this platform. Specifically, the Community Manager ensures that the community is engaged and growing:

- Encourages participation in the Facebook community through their own active participation and through others (for example, identifies needs that can be met through the Facebook community)
- Promotes Independent Software, Connecticut startups and the community itself through social media
- Promotes, coordinates, and facilitates LaunchX events to support the success of entrepreneurs and to present the Independent Software value proposition
- Advocating for community members directly with startup/ecosystem resources (sponsors, partners, the Grid, the State) and ensuring they understand resources

available

- Provides feedback on a case-by-case basis to the Editor and development resources on the team on how blog features are supporting community objectives
- Contributes post ideas, updates to the blog, review, and posts to the rest of Whiteboard blog team as needed, especially in the area of communicating resources available to the community

Required Skills & Qualifications

- Bachelor's degree with an emphasis in communications
- Prior work experience in a similar role
- Motivated to learn about and use new technologies and tools
- Facilitation and public speaking experience
- Proven writing and proofreading ability
- Ability to manage and organize work
- Passion for entrepreneurship

Desired Skills

- Experience using and managing WordPress as a media platform
- Experience working on Agile teams and/or formal Agile training
- Experience using social media as a tool in community management

Compensation

For more details, contact us at hiring@indie-soft.com