



## MANAGING DIRECTOR POSITION

### ABOUT THE HUB LA

Hub LA is a dynamic, collision-rich workspace designed by its Members and the wisdom gleaned from Hubs throughout the world. In a professionally hosted space high-impact consultants, entrepreneurs, investors and innovators come to work alongside diverse peers. They choose Hub LA because it's where they find the access, tools, community, and inspiration they need to transform their ideas into action.

This spring, we will be opening approximately 8,000 square feet of flexible work, meeting, and event space in Downtown LA for approximately 500 Hub members based on five monthly membership packages. Hub LA addresses an acute lack of support for blended value businesses (social, environmental and financial) by providing a high-density location to access knowledge, networks, capital and, above all, a place to experience and encounter diverse people doing amazing things.

### JOB SUMMARY

**The Managing Director plays a critical role in** a) giving shape and structure to the long-term growth of Hub LA, and b) managing the effective employment of systems and processes for use in daily operations. It's a dynamic position that requires focus, patience, and critical thinking. On the one hand, the Managing Director oversees and guides the evolution of membership and space management. On the other, they manage business operations and give shape to the Hub LA's high-level business strategy.

The Managing Director will work directly with the CEO and oversee both the Community Manager and the Events Director.

### ESSENTIAL JOB FUNCTIONS

#### Daily Operations

***The Managing Director is responsible for working closely with the Community Manager and Events Director to:***

- Regularly set and achieve sales goals for memberships, space rentals and events.
- Ensure direct and efficient communication both amongst staff *and* between staff and executive team.
- Quickly and creatively shape ongoing communications and marketing strategies to drive growth of major revenue streams.
- Drive high level ideation, exploration, and implement of innovative programming for both members and non-members.

- Continually refine and develop internal business process and CRM systems.
- Help design and manage business processes and protocols and execute using CRM systems (Salesforce, FormAssembly, MailChimp, Wordpress, Quickbooks, various apps) to maximize efficiency and opportunity.

## **Business Development**

***The Managing Director will support the executive team (CEO and President) by:***

- Assisting in the management of operational budgets and establishing financial growth objectives.
- Seeking out and converting valuable/informal relationships into established partnerships that bring value to the Hub across the following areas: Media, Major Events, Organizational/Corporate Memberships, Resources and Services for Members, Other Sponsorships.
- Making recommendations for new hires and/or the contracting of other outside professional services.
- Where appropriate, acting as point person for said professional contractors including Hub LA's lawyers, PR firms, accountant, etc.
- Representing the needs and concerns of operational staff.

## **EVALUATION**

Review after 3 months of full-time to discuss performance as well as ability to develop trusting working relationships with the Hub Team.

## **POSITION REQUIREMENTS**

**Beginning immediately with minimum one-year commitment.**

- Critical mix of entrepreneurial drive, exceptional communication skills, and an eye for the health and growth of dynamic systems.
- You **MUST** be responsive to the need of the Hub LA team, and yet confident and firm in your decision-making and recommendations.
- Knowledge of Los Angeles business community and social enterprise space highly desirable. Experience building strategic partnerships a plus.
- Ability to work from the Hub LA space in Downtown, LA.
- At least **two years full time experience** in organizational or management role. Entrepreneurial experience highly desirable.

## **COMPENSATION**

Position is salaried with benefits and healthcare included.

**DOE - Competitive compensation package with healthcare included.**

## **APPLICATION PROCESS**

To apply, please email creative, honest letter of interest and CV/resumé to [estewart@thehubla.com](mailto:estewart@thehubla.com). **If there is a good fit, we will contact you shortly to schedule an in-person interview.** Thank you.