

<b>Job Title:</b>	Competition Manager
<b>Reports To:</b>	Director of Programs (DoP)
<b>Status:</b>	Full-time, exempt employee
<b>Travel:</b>	Approximately 10% of time
<b>Compensation:</b>	Starting salary range: \$58,000 - \$66,000 + Full Benefits
<b>Main Function:</b>	The Competition Manager is responsible for leading the strategy, planning and execution of Arch Grants' Startup Competition. The Competition Manager will develop a plan to recruit high quality startup Founders from across the United States to apply to the Competition and manage the overall Competition process from outreach through selecting the awardees.

**Duties & Responsibilities (included, but not limited to):**

- Partner with the Director of Programs to develop a strategy and outreach/recruitment plan for the yearly Startup Competition including establishing regional targets, applicant profiles and communication channels
  - Work with the Marketing and Communications Manager to build and implement a marketing plan of PR/earned media, paid media, conferences/events and email marketing campaigns to build awareness of the Competition and encourage qualified Founders to apply
  - Lead outreach efforts and relationship building with organizations (ex: Business schools, Incubators, Accelerators, Startup Founder programs, etc.) in St. Louis and across the United States to secure their partnership in promoting the Competition to their networks
  - Lead direct communications with applicants to the Competition, helping to steward them throughout the process, and offer support when appropriate; this includes updates on their status and providing appropriate feedback
  - Spearhead data tracking, reporting and analysis of Competition outreach efforts and applicants
- Manage the operations of the annual Startup Competition process from beginning to end
  - Manage the content and technical aspects of the Survey Monkey Apply online portal for applicants and judges
  - Lead application analysis and staff review after each round of community judge evaluations; manage team engagement in the process at various stages
  - Spearhead data tracking and reporting of applicants throughout the Competition process
  - Coordinate the planning and executing the Finalist Pitch events; spearhead applicant preparation and communications

- Manage the selection process until the final slate is presented to the Board of Directors for approval
- Lead awardee onboarding including contracts, marketing materials for website and announcement
- Coordinate awardee participation at Gala
- Stay up to date on trends within the entrepreneurial landscape in St. Louis and around the country
- Manage the internal database of partner organizations and startup applicants in Salesforce
- Manage historical competition data and lead reporting and analysis
- Assist with technical management of Growth Grants Competitions
- Additional duties as assigned

### **Qualifications, Qualities & Skills**

- Interest in promoting St. Louis to startup founders across the United States
- Interest in working with startup founders and the entrepreneurial ecosystem
- Experience with sales and/or project management
- Adept at cold outreach, email marketing, and transitioning leads to partners
- A self-starter with an interest in being collaborative, strategic and creative
- A data-driven mindset
- Exceptional written, verbal, and interpersonal communication skills
- Ability to lead high-energy and compelling presentations to small and large groups
- Superior organizational skills and extraordinary attention to detail
- Ability to manage multiple priorities in a fast-paced environment
- Experience with Salesforce or similar CRM
- High proficiency with data and excel (pivot tables, vlookup, etc)
- Proficiency with Constant Contact, Microsoft Office Suite, Survey Monkey Apply preferred
- Availability to work a flexible schedule including some evenings and weekends

**Interested applicants should send a resume and cover letter in PDF format to [hire@archgrants.org](mailto:hire@archgrants.org).**