

Program Manager - Co-Founder Matching

Reports to Head of Operations

About Startup Boston

Startup Boston is an organization working to connect, educate and celebrate the startup community. We are an all-volunteer team creating events and content *for* the startup community *by* the startup community.

Job Overview

The Program Manager is responsible for planning and executing our quarterly Co-Founder Matching event which brings together founders for an action-packed night of speed networking. The person who assumes this role should have a strong event-planning skill set, a knack for building relationships online and offline, and a proven ability to change priorities quickly and seamlessly.

Some nice-to-haves for this role would be design skills for creating and coordinating print deliverables, and an outgoing personality that can lead a networking event and publicly champion Startup Boston on online platforms. This role is perfect for someone who enjoys external exposure and cross-department collaboration.

As a critical member of the Operations team, the Program Manager - Co-Founder Matching is a volunteer role that provides experiences similar to an Event Manager, Marketing Coordinator, or Office Manager.

Responsibilities and Duties

- Plans and executes the quarterly Co-Founder Matching event, which includes corresponding with venues, connecting with founders who are interested in finding a partner and recruiting volunteers to work the event alongside you
- Act as the public face for the Dealflow Mixer both online and offline. You'll answer questions leading up to the event, introduce speakers, and send follow up thank you notes to people after attending.
- Designs and coordinates the logistics behind print materials for the mixer, such as welcome signage and name tags

Qualifications

- 1-2 years of event planning experience, networking events are a plus
- Outgoing and personable. You don't mind public speaking and publicly representing an organization both online and in-person.
- Design skills are a plus, but not required. We use Canva for online and print material creation
- Able to lift objects up to 50 Lbs
- Ideal candidates can be physically available to work onsite for each quarterly Co-Founder Matching event