

# Program Manager - Dealflow Mixer

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 Dealflow Mixer event which brings together founders and investors for an action-packed night of mentorship and 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.

The Program Manager will also be responsible for managing one direct report. The Program Coordinator will work hand in hand with you to flawlessly execute each Dealflow Mixer event. Experience managing other people or working in a highly people-focused role is strongly preferred.

As a critical member of the Operations team, the Program Manager - Dealflow Mixer 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 Dealflow Mixer event, which includes corresponding with venues, connecting with founders and investors who may be interested in attending, and recruiting volunteers to work the event alongside you and the Program Coordinator
- Manages the Program Coordinator - Dealflow Mixer who partners with you to execute a flawless quarterly event
- Designs and coordinates the logistics behind print materials for the mixer, such as welcome signage and name tags
- 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.

## Qualifications

- 1-2 years of event planning experience, networking events are a plus
- 1-2 years of experience managing others or working in a highly people-focused role
- 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 Dealflow Mixer