

**POSITION TITLE****Community & Partner Relations Manager****DEPARTMENT**

Business Development

COMPENSATION PLAN

\$50K - \$125K OTE (Salary + Bonus)

POSITION SUMMARY

FiberFirst is looking for ambitious and energetic Community & Partner Relations Manager to manage/grow our existing Homeowner Association, Real-Estate, and community relationships to identify and procure business in addition to supporting events & awareness campaigns. Primarily a business development role, you will be working directly with HOA, property developers, real-estate agents, and management companies to drive FiberFirst internet connectivity business within the community through direct sales, working with marketing on local events and identify greenfield areas to target.

KEY JOB RESPONSIBILITIES/DUTIES

- Lead the sales and relationship effort to be the primary “go-to” solution for fiber internet connectivity within the community. Manage up to 100 different HOA & partner relationships
- Increase year over year top line revenue through expanding services with current HOA & partner accounts along with new prospects.
- Ensure all FiberFirst serviced properties are using our fiber network at the primary service for residents through both maintaining a high level of awareness, and in some cases, through contractual agreements.
- Strengthen relationships with current HOA & partner account Stakeholders by having high quality face to face meetings with them, along with memorable follow up marketing communications.
- Attend HOA board meetings, community town-halls, and real-estate events to procure business.
- Manage and market to in-footprint HOA, property management companies and their Community Managers, Assistant Community Managers, and key decision makers (lunch and learns, breakfast/lunch meetings, pop ins, seasonal events, etc.)
- Prepare for and represent FiberFirst at events and networking opportunities.
- Document sales activities and track expenses in CRM.
- Maintain accurate information in CRM for companies and their representatives.
- Resolve referral partner complaints ensuring future sales.

DESIRED MINIMUM QUALIFICATIONS:

- 3+ years of direct selling experience, preferably into an homeowner’s association, MDU / Apartment complex or builder
- 3+ years of experience working in a technology or retail sales environment
- General experience with business contracts
- High energy, self-starter with a desire to grow within the business
- Naturally collaborative with a demonstrated ability to work with all levels of leadership
- Ability to handle a variety of assignments at one time, determine priorities and complete assignments accurately and on time
- Highly organized with excellent time-management skills
- A passion for technology is an advantage in this role

SPECIAL REQUIREMENTS:

- Must have valid drivers license with clean DMV.
- No DUI’s within the past 3 years.
- Maximum of 3 points on driving record.
- Clean criminal record.

TOOLS AND EQUIPMENT USED:



Connecting Texas with **the speed of light.**

- Computer, including word-processing, database and spreadsheet programs, calculator, telephone, copy and fax machine.
- Reliable Transportation

PHYSICAL DEMANDS:

- The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of his/her job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use of all upper extremities in the operation of objects, tools, or controls.
- The employee must occasionally lift and or move up to 25lbs. Specific vision abilities required by the job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interviews, reference check and job-related evaluations may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the business and requirements of the job change.