



ROLE

The BrainTrust Hub Manager will oversee the region and its members. We are seeking a results-driven and strategic individual to lead this effort. The primary responsibility of this role is to take full ownership of member events in the city; build relationships with members, potential members, and partners; and act as the liaison between the Hub and BrainTrust corporate. This role is instrumental in growing our presence both locally and nationally.

RESPONSIBILITIES

- Be the local face of the BrainTrust Hub, attending events that support entrepreneurship
- Build strong connections with individual members while fostering a sense of unity and collaboration
- Plan and host workshops/webinars for members
- Plan and execute all hub events; securing space, food, speakers, additional staffing, and all other resources for each event
- Be available to members as they are integrated into the BrainTrust community
- Be first-eye on BTAccess (our member portal) in the region, tending to all posts, responding when needed
- Be professional and polished with event-appropriate attire and demeanor
- Train members on the BrainTrust process and lead all new Vaults for their first three meetings
- Work alongside corporate to onboard all new members
- Be active in securing speaking engagements for CEO and President to establish BrainTrust broadly and deeply in the region
- Attend and actively participate in all BrainTrust huddles, plus weekly, monthly, quarterly, and annual meetings
- Manage budget for the Hub

EDUCATION AND EXPERIENCE

- Bachelor's degree in a related field is preferred, but not required with the right amount of related experience.
- Documented experience in event planning, from budgeting to execution, and postmortem reviews.
- Available to attend morning and evening networking events as needed
- Proficient in use of CRM's, with Hubspot knowledge preferred
- Experience in public speaking

COMPENSATION

- Health insurance - BrainTrust pays \$250 per month towards insurance - including health, dental and vision
- Competitive Salary is paid twice monthly, on the 15th and last day of the month
- 401K plan with a 3% match - Will begin 90 days after the start date.
- 2 weeks paid vacation PLUS December 23-January 3rd off annually; and 4.5- day work week
- Expense account and company credit card
- Stipend for cell phone usage - \$30/month

OUR ORGANIZATION

ABOUT US:

BrainTrust is a collective of diverse women business owners intent on using our businesses to build financial independence, wealth, and influence. We use our BrainTrust – our aggregated experience, expertise, access to networks, markets, and capital – to help one another scale. By committing to dedicated monthly meetings, members exercise discipline and learn to quickly process issues and opportunities, identify blind spots and pitfalls, develop strategies, and celebrate successes.

OUR VALUES:

- Make Work Fun and Get Shit Done
- See Around the Corner and Take Initiative
- Candor With Kindness
- Respect the brain trust of Women
- Financial Independence for Women

OUR PERSON

- *You are known for being punctual, dependable, reliable*
- *You display humility, able to be vulnerable and honest when mistakes are made, and are confident enough to stand up for yourself and others*
- *You do not shy away from difficult conversations*
- *You are a great listener, listening for understanding, not to respond*
- *You have a history of being an advocate for other women*
- *You have high integrity in all matters*