



Westway Club Startup Manager

Westway Club is a creative coworking community with flexible workspace that serves Rhode Island's innovators, changemakers, and disruptors. Experienced entrepreneurs, startup companies, advocacy groups, trade associations and remote professionals utilize our space to do business and make new connections, all while being in the center downtown Providence at the iconic Turks Head building, at the intersection of Westminster and Weybosset.

Westway Club is owned and operated by Aurelius Coworks. Westway Club is currently under construction and opening September 1, 2020. This position has a desired estimated start date of August 1, 2020.

The **Startup Manager** plays a critical role in developing the Westway Club community by prospecting and securing members for private office suites and open coworking memberships. Sales goals will be well defined and the Startup Manager will have the support of Aurelius Coworks corporate team.

The ideal candidate will be a self-motivated individual and possess proven sales experience. Intimate knowledge of the Providence, RI, area business community (including startup and creative economies) is highly preferred. Knowledge of commercial real estate, economic development, and/or the flexible workspace industry a definite plus.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Design and implement actionable strategic plans to meet sales targets
- Cultivate relationships with prospects to ensure positive foundations for new members
- Work with prospects and members to better understand their needs
- Serve as a public representative of Westway Club in the community at large, including but not limited to attending events (COVID-19 situation allowing) and pursuing virtual networking opportunities
- Strategize and implement opportunities to highlight Westway Club by way of events, promotions, and strategic partnerships
- Working with Aurelius Coworks team, strategize and execute marketing efforts designed to increase brand recognition of Westway Club and drive memberships

- Build partnerships with external communities and organizations that can drive value to Westwey Club
- Manage certain local vendor relationships
- Some supervision of part-time crew members may be required
- Conduct and communicate ongoing research to identify emerging trends in real estate, flexible workspace and coworking; Become an industry expert

EXPERIENCE:

- At least 3-4 years of experience in leading sales efforts
- Hospitality, commercial real estate experience a significant plus

DESIRED SKILLS AND KNOWLEDGE:

- Extremely polished and professional demeanor, excellent interpersonal skills
- Strong communication skills; Experience delivering presentations and tours and/or public speaking a significant plus
- Detail-oriented, highly organized, with the ability to work independently with consistent reporting to remote management
- Ability to both field and manage inbound opportunities as well as develop outbound sales strategies
- Solid administrative skills and a high level of proficiency in MS Office, Excel, PowerPoint, database management
- Flexible to work some nights, weekends when required
- Experience working with senior executives and an understanding of corporate reporting a plus
- Ability to work independently and remotely while coordinating virtually with a distributed team

Estimated Start Date: August 1, 2020

Compensation: Commensurate with experience. Opportunity to earn sales commission. Access to benefits including insurance suite (health, dental, vision), vacation time/PTO, and sick time.

If this position describes your talents and experience, then we want to hear from you. Please send your resume and cover letter telling us why you're the best candidate for this position to: admin@aureliuscoworks.com.

No Phone Calls or Third-Party Recruiters