

JOB POSTING: Network Manager

The Builder Coalition (TBC) is seeking a highly organized, personable, driven individual to manage the TBC Builder Hub – our real estate network connectivity programs and platforms – to expand opportunities for emerging real estate developers and professionals from underrepresented backgrounds.

Hours: Full-time

Location: Downtown Boston (mostly in person, some remote)

Start Date: April 2026

Compensation: \$75-95K annually depending on experience, plus health and vacation benefits

Responsibilities:

- Professional Matchmaking: Assist our partner real estate firms, organizations, and government agencies in their search for new clients, contractors, partners, employees, and board members, by offering direct referrals to our network of emerging real estate developers and professionals
- Network Integration: Become familiar with the emerging developers and professionals in our network, to understand their needs and to offer direct connections to industry resources and potential partners
- Technical Assistance Recruitment: Collaborate with other TBC staff to source industry experts to serve as instructors, mentors, and technical assistance providers in our programs
- High-Impact Network Events: Organize creative networking events, including capital matchmaking events, public bid conferences, sponsoring firms meet-and-greets, and city development tours
- Online Platforms: Oversee our network connectivity platforms: (1) jobs and bids boards, (2) network directory, (3) industry event calendar, (4) speakers list, and (5) digital resource library
- Network Tracking: Maintain records of network members, referrals, and relationship activity in our CRM
- Intake Management: Field inbound requests for referrals and partnerships
- Alumni Support: Manage ongoing communications and support for our fellowship alumni
- General Support: Pursue and assist with fundraising efforts and other organizational work as needed

Requirements:

- Experience in network management, human resources, or related work
- Background in event organizing and management
- Strong organization, communication, and interpersonal skills
- Background in economic development, workforce development, and/or entrepreneurship support
- Ability to conduct manual tasks for in-person events, including equipment setup/breakdown/transport
- Understanding of and ability to engage with diverse backgrounds
- *Preferable*: Use of personal vehicle for occasional, regional travel for events and meetings
- *Key Characteristics*: highly organized, personable, driven, self-directed, eager to learn, flexible

Organizational Overview:

The Builder Coalition (buildercoalition.com) increases access and diversity in the real estate sector, to create generational impact in expanding economic opportunity. The organization was founded in 2017 and has grown to a base of more than 2,500 diverse real estate professionals and strong connections across the industry. We are now underway with our 2025-2028 Strategic Plan, which charts out an increase from 3 staff members to 6, and the launch/expansion of several branches of programming including some with national reach.

To Apply: Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to Anna Norcross, Executive Assistant, at anna@buildercoalition.com with the subject line 'TBC NM Application'. We encourage diverse candidates.