

## JOB POSTING: Sector Innovation Manager

The Builder Coalition (TBC) is seeking a highly organized, analytical, and personable individual to serve as our Sector Innovation Manager -- advancing TBC's national think tank and implementation platform focused on expanding access to capital, land, and education for underrepresented individuals in the real estate sector. Through strategy and execution, this role will promote innovation across institutions – via convenings, advisory services, and digital resources. This position entails collaboration and in-person events across the country.

**Hours:** Full-time

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

**Start Date:** April 2026

**Compensation:** \$80-100K annually depending on experience, plus health and vacation benefits

### Responsibilities:

- Plan and execute national convenings for peer learning, collaboration, and concrete action – including working groups, virtual forums, and in-person summits (i.e., 2026 Atlanta Capital Investors Summit)
- Map, build, and cultivate an ecosystem of institutional partners across the country
- Launch and oversee institutional advisory services, beginning with the TBC Capital Lab: (a) recruit and manage technical experts to serve as consultants; (b) recruit and onboard clients (i.e., financial institutions, public agencies, trade organizations); (c) design and monitor structured engagements; and (d) support transition into longer-term implementation assistance led by other TBC staff
- Oversee maintenance, growth, and nationwide dissemination of TBC Innovation Libraries; recruit and supervise an annual seasonal intern to update knowledge bases
- Facilitate the publishing of reports and case studies, highlighting best practices in the industry
- Maintain strong records of network members and relationship activities in our CRM platform
- Pursue and assist with fundraising efforts and other organizational work as needed

### Requirements:

- Strong organization, project management, communication, facilitation, and relationship-building skills
- Background in finance, real estate, policy, consulting, research, or systems-oriented nonprofit work
- Comfort working with senior institutional leaders and technical experts
- Comfort with data and digital tools, including experience using spreadsheets and database platforms to organize information and track projects
- Willingness to travel periodically for national events and meetings
- *Key Characteristics:* highly organized, intellectually curious, personable, driven, self-directed, creative

### Organizational Overview:

The Builder Coalition ([buildercoalition.com](http://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](mailto:anna@buildercoalition.com) with the subject line 'TBC SIM Application'. We encourage diverse candidates.