

Basel Area Business & Innovation is the economic promotion agency for the Basel Area and the strategic growth partner helping scalable ventures in science and tech to land, launch and level up in the Basel Area – faster, smarter and friction free. We support startups, scaleups, SMEs and global enterprises with expert insight from science and tech specialists, equity-free funding to fuel growth, and end-to-end support tailored to our customer's industry and stage. Serving the cantons of Basel-Stadt, Basel-Landschaft and Jura, our mission is regional growth.

In addition, we manage the three sites of the Switzerland Innovation Park Basel Area, providing state-of-the-art infrastructure and a vibrant community environment for innovation-driven companies.

Join Basel Area Business & Innovation and actively foster meaningful relationships between startups, partners and stakeholders as

Community Manager 80%

You are responsible for building, activating and growing the Switzerland Innovation Park Basel Area community at the Main Campus in Allschwil. The role combines high-quality community experience and relationship management with an active contribution to business development, as well as site occupancy and service growth. The position acts as a key interface between residents, prospects, ecosystem partners and internal teams, helping to position the Innovation Park as a vibrant, relevant and commercially successful innovation ecosystem.

Key responsibilities

- Act as the main point of contact for residents, partners and prospective members of the Main Campus community
- Design and deliver community events and networking initiatives to foster collaboration and knowledge exchange
- Lead onboarding, engagement, retention and qualification of community members and prospects
- Support acquisition activities, including site visits, presentations, customer journey management and contract negotiations
- Drive community visibility and engagement in collaboration with the Marketing & Communications team
- Contribute to occupancy targets and the commercial development of the site
- Collect and structure community feedback to inform product, service and site development, including new offerings
- Deputize for the Manager Operational Services when required (incl. front office and event administration)

- Collaborate closely with cross-functional teams to support business development and ecosystem growth

Your profile and experience

- Degree in business administration, hotel administration or similar
- 5 years of experience in community management, customer relations, business development, hospitality or similar client-facing role. Experience in managing a coworking community is a plus.
- Strong interest in innovation ecosystems, entrepreneurship and innovation topics, ideally within life sciences or technology environments
- Highly customer- and service oriented with hands-on and solution-focused mindset
- Entrepreneurial, commercially driven and results oriented
- Open, engaging and confident personality with excellent interpersonal and networking skills
- Structured, proactive and reliable working style with strong organizational and coordination skills Able to work independently while thriving in a collaborative team environment
- Digitally confident and comfortable using modern workplace, collaboration and event management tools; quick to adapt to new systems and technologies
- Fluent in German and English; French is a plus

Our offer

You will join an international team of 50+ experts from over 10 nationalities, working at the heart of Europe's most concentrated innovation ecosystem. Based fully on site at the Switzerland Innovation Park Basel Area in Allschwil, you will engage daily with founders, innovators and industry partners and contribute directly to the development of a dynamic and collaborative community.

We offer a culture built on trust, collaboration and curiosity, where ideas are encouraged and individuals are empowered to create meaningful impact.

By strengthening connections between startups, partners and stakeholders, you will play an important role in shaping the future of innovation in the Basel Area. When our community succeeds, the Basel Area succeeds.

How to apply

Please send your application to: jobs@baselarea.swiss