

Communications Designer & Coordinator

Overview

The Impact Collective (CLTV) is a Boston-based nonprofit organization, founded in 2020 with the conviction that wealthy Americans have an outsized opportunity to impact the racial wealth gap in our country. Our mission is to reduce the racial wealth gap by educating and activating people with wealth to leverage their influence and affluence within a diverse and connected community.

The Impact Collective's approach rests on five pillars that we believe drive change: Knowledge, Accountability, Community, Courage, and Action. These pillars are activated through our various programs and communications, which include racial justice education workshops for wealthy, white women, accountability programming for workshop alumni, and a cross-racial collective that focuses on developing community, partnership, and tangible opportunities for increasing equitable access to capital. As a grassroots organization, our mission depends on individuals and organizations coming together to collectively create impact.

As we enter our second year of programming, the Impact Collective is building our team and looking to hire a part-time Communications Designer & Coordinator to strengthen our marketing and communications efforts and potentially grow into a larger role in our rapidly expanding work. This role will focus on developing and designing communications and marketing materials, as well as coordinating our marketing and communications efforts, including our monthly newsletter, website, social media, and events.

The Role

Expectations

- Up to 16 hours of remote work per week, including a weekly team meeting and a weekly supervisor meeting via Zoom;
- Help develop marketing and communication goals, guidelines, and strategies in collaboration with team members;
- Design, copyedit, produce, and disseminate written and visual materials for all external organizational communications, including a monthly e-newsletter, that are aligned with the Impact Collective's values, style, and brand;

- Establish and manage social media accounts (e.g. LinkedIn, Twitter, and other platforms); develop social media campaigns;
- Manage website updates via Squarespace;
- Publicize events and news via newsletter, social media, and website platforms;
- Conduct regular assessment and analysis of communications efforts (e.g. statistics for social media trends and email open/engagement rates); report on and make recommendations to supervisor;
- Liaise with external printing and shipping vendors regarding printed marketing materials.

Requirements

- Excellent written and visual communication skills, with an emphasis on writing for the web and social media;
- High level of attention to detail and organization;
- Social media savviness;
- Experience in copywriting and/or content management;
- Demonstration of sustained practice in communications, marketing, journalism, or communication design;
- Proficient with the Adobe Creative Suite (specifically Photoshop, Illustrator, and InDesign) and video editing skills are a major plus;
- Experienced in or a quick-learner of web-based platforms such as Eventbrite, Mailchimp, and Squarespace;
- Experienced in or a quick-learner of workplace technologies that help make distributed and virtual work successful such as Slack, Google Drive, and Asana;
- Self-starter who is resourceful and can work independently and collaboratively to meet goals and deadlines;
- Excellent collaboration skills, with an ability to be highly responsive to communications;
- Skilled at generating ideas, working within iterative design processes, and designing within teams;
- Continually strive to gain awareness of one's own world view and biases and of different cultural practices and worldviews
- Practice and display cultural humility, which we define as a commitment to: lifelong learning and development, critical self-reflection, respectful partnerships, seeking to recognize and challenge power imbalances, and striving for institutional accountability.
- Hopeful, optimistic, courageous, and passionate about making change.

The Organization

The Impact Collective (CLTV) is a Boston-based nonprofit organization that was founded in 2020 with the conviction that wealthy Americans have an outsized opportunity to impact the racial wealth gap in our country and the awareness that most lack the education and encouragement to do so, often struggling to see and seize paths to impactful action.

Our mission is to reduce the racial wealth gap in our country by educating, empowering, and activating people with wealth. We envision a truly equitable America where all people can access the capital and opportunities they seek to thrive regardless of their skin color or socioeconomic status.

We believe that if ...

- we activate people who have outsized influence and affluence,
- put them in community with those who have proximate and topical knowledge and those with the power, influence, and systems to make change, and
- inspire new alliances, actions, and outcomes

then new pathways emerge for all people to access the capital and opportunities they seek to thrive regardless of their skin color.

This mission is activated through our quickly growing programmatic efforts, which currently include:

- Intensive 9-session peer-to-peer workshop series for 6-12 wealthy white women
- An open-armed collective that brings workshop alumni into community and partnership with those who have proximate and topical knowledge of the racial wealth gap

The Team

We are a small but ambitious and growing team of people who are committed to changing the world.

Our work is grounded in the following values:

- Knowledge: Learn about the racial wealth gap and develop skills for change. Pursue and support continual learning and growth.
- Accountability: Take responsibility for injustice within yourself and the world. Prioritize impact over intention by focusing on research-driven results.
- Community: Build trust to challenge each other and grow together. Develop, support, and work collaboratively within cross-racial partnership and community.
- Courage: Recognize your humanity and activate your power. Activate your courage and optimism for growth and change.
- Action: Activate the breadth of your resources and influence. Prioritize action, experimentation, and iteration.
- Shift Power: Center and grow existing sources of knowledge, power, justice, and change-making within BIPOC people and communities.

To Apply

This role is contract-based and compensation will be commensurate with experience, with significant growth opportunities within the organization. We are based in Boston and anticipate occasional in-person attendance. Hiring is on a rolling basis.

Please submit any questions and/or an application that includes your resume/CV, a cover letter, examples of work, and the names of three references to Julia Johannsen at info@impactcollect.org.

CLTV's Hiring Philosophy

The Impact Collective is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, socio-economic statuses, national origins and disabilities, as well as citizen, marital, protected veteran and HIV statuses.