

## **JOB POSTING: IMPACT ASSOCIATE - GROWTH TEAM**

**SUMMARY:** We seek dynamic leaders to help drive growth and engagement within our dynamic membership across the country. The Growth Team Impact Associate is a full-time role that encompasses diverse responsibilities, including monitoring and understanding member engagement, developing and measuring key success metrics to provide valuable recommendations, utilizing technology platforms to gather data and insights, and facilitating member recruitment and onboarding. The Impact Associate will report directly to the Director of Membership, and will work closely with the membership team of Associate Directors, as well as many other stakeholders. Candidates with experience in member- or alumni-focused organizations, human-centered design, and political campaigns or organizations will have a distinct advantage.

**WHO WE ARE:** The Leadership Now Project is a membership organization of business and thought leaders who are committed to high-impact solutions to renew American democracy. Leadership Now has four guiding principles that transcend political parties: to protect democracy while renewing it; to promote fact and evidence-based policymaking; to create an economy that works for all, and to embrace diversity as an asset. In 2023-2024, the organization is focused on safeguarding against a continued slide away from democracy, reinvigorating talent and innovation in politics to reduce polarization, and growing our state presence to respond to risks and opportunities driven by legislation and legal decisions at a state level.

Our work is fast-paced, analytical, and risk-tolerant. We power reforms to our system through [sophisticated analytics](#); engage in [thought leadership](#); mobilize new investments in a portfolio of [reform organizations](#), and recognize [political leaders who change the game](#) and share our principles. Our leadership team has experience building start-ups, consulting at top professional services firms, running major businesses, and serving at the highest levels of government.

Leadership Now is currently seeking a full-time Impact Associate to join our Growth Team. Location is flexible - but New York City is preferred.

## **RESPONSIBILITIES**

Your responsibilities will include, but are not limited to, the following (keep in mind that we are a startup and flexibility is therefore vital!):

- **Monitoring and understanding member engagement**
  - Develop, seek agreement on, and measure against key success metrics for member engagement, impact and growth
  - Use existing and new tech platforms to capture data and insights on member engagement. Current platforms for engaging our members include: Hubspot, Mailchimp, Might Networks, Member payment platform (Anedot), Zoom, LinkedIn

- Organize, analyze, and report on member engagement data to deliver clear insights and recommendations to the Director of Membership and our leadership
- **Facilitating member recruitment, onboarding, and renewal**
  - Track the member recruitment pipeline and help drive progress on recruitment efforts across the Membership team and broader leadership
  - Facilitate the recruitment and onboarding process for new members and renewals for existing members
- **Testing, learning, and improving**
  - Support the Membership team in continuously testing and improving on member engagement, experience, and impact and delivering on our key success metrics

## QUALIFICATIONS

- Passion for positive political change and democratic ideals
- 2+ years experience in development, fundraising, management consulting, or related fields. Internist in relationship management and experience in political campaigns, policy or public service is highly valued
- Excellent research and analysis skills - strong proficiency in Excel required, proficiency in data visualization tools (e.g. Tableau, Flourish, r) a plus; ability to wade through a sea of information effectively and synthesize concise and compelling conclusions
- Experience with CRM and database management (e.g. Salesforce, HubSpot, Raiser's Edge, or other CRM)
- Excellent presentation skills - strong proficiency in slide presentations, writing, and speaking
- Excellent communication skills, especially written communication - ability to communicate clearly and concisely and modulate tone for a variety of audiences
- Excellent self-management skills - ability to organize, prioritize, and communicate updates
- Problem-solving mindset - ability to be resourceful, make rational and justifiable decisions, and work quickly and efficiently in a startup environment
- Attention to detail - ability to deliver accurate and timely information
- Team mindset - demonstrable interest in working as enabler of others

*The following experiences will be beneficial in the role:*

- Experience working in a member- or alumni-focused organization
- Experience in human-centered design or similar disciplines to understand users and build a community around them
- Experience in political campaigns or organizations

## HOW TO APPLY

To be considered, please fill out our [Expression of Interest form](#). Promising candidates will be contacted for interviews.



*The Leadership Now Project believes that diversity is an asset. We seek to recruit, develop and retain the most talented people we can find. All qualified applicants will receive consideration for employment without regard to race, ethnicity, national origin, age, sex, religion, disability, sexual orientation, marital or familial status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.*