



IMPACT MANAGER (COMMUNICATIONS ACCOUNT MANAGER)

STARTS PART TIME WITH POTENTIAL FOR FULL TIME // REMOTE // \$42,000 - 63,000/yr

HELLO! // We are searching for an **Impact Manager** (our version of an *Account Manager*) to join TOPO Collective starting Winter 2025. This is a remote position, but there will be occasional opportunities to work on location and in person depending on your location. This position will start part-time (20 hrs/wk), but we expect to have additional needs in 2025 and hope that the person who joins will be open to a full-time position when the need arises. As we are a mission-driven company, the ideal candidate is knowledgeable and passionate about the intersection of people and the planet. Topics such as conservation efforts, natural resource management, and equitable access to the outdoors are common with our clients, and the Impact Lead should be able to engage in these discussions.

The successful candidate excels in communication, client-centricity, and strategic thinking. They possess strong problem-solving abilities, organizational skills, and adaptability. They foster collaboration while driving results and demonstrate empathy and business acumen in their interactions with clients and colleagues. This role also requires some management of social media, on behalf of our clients and of our own accounts. You may be asked to oversee a contract-based social media strategist, and will likely be responsible for managing several social media accounts.

A LITTLE BIT ABOUT US // The TOPO Collective is a creative services firm designed to support land conservation, natural resource, and outdoor recreation organizations. We help these organizations make an impact by combining data, science, storytelling, and metrics to produce measurable results. Our flagship service is video production, but we also provide social media strategy + management, photography, graphic design and document layout, interactive and static mapping, signage and environmental graphics, and web design. We predominantly work with freelancers and contractors to deliver beautiful, impactful results to our clients who are mostly nonprofits and government agencies. We are a small firm who work with a large network of creative and communication professionals.

WHAT WE'RE LOOKING FOR // We are looking for people who have a passion for communicating the value of the outdoors through various media. The **Impact Manager** position will nurture client relationships, oversee project execution, and provide internal process support.

WE ARE COMMITTED TO DIVERSITY AND INCLUSION // We believe that the best ideas happen where diverse perspectives intersect and engage. It is *critical* that we provide our clients with an abundance of free-range ideas, concepts, and ways of moving forward in the world. In order to do that, we need a diverse team and an inclusive culture. This allows all voices to flourish and enhances our creative process. It's not just the right thing to do, but also good for our clients and therefore good for our business.

TOPO Collective is a proud member of



JOB TITLE // IMPACT MANAGER

This position will report to the Founder, and will work with a wide range of clients as well as TOPO's own internal process needs.

RESPONSIBILITIES // Typical responsibilities may include:

ACCOUNT + PROJECT MANAGEMENT (+/- 50% of the expected time for this position)

- Build + maintain strong client relationships while providing strategic guidance based
- Guide projects from requirements through execution, including managing documentation
- Keep clients updated on project progress and resolve concerns
- Oversee creative projects to ensure timely delivery within scope and budget constraints.
- Use project management tools to optimize workflows, track progress, and improve processes.
- Identify and pursue opportunities to expand client engagements and increase company revenue.
- Partner with internal teams to advance projects and overcome challenges.

DIGITAL MEDIA (+/- 30% of the expected time for this position)

- Creating social media content for clients and for TOPO's marketing
- Collaborate with a social media team on strategy and execution for TOPO and client needs
- Develop and maintain TOPO's website content, assist with client website projects with contractors
- Tracking industry trends in social media, applying to client work and TOPO's marketing

GENERAL CREATIVE + ADMIN (+/- 20% of the expected time for this position)

- Misc marketing tasks for TOPO, including research and contacting potential clients
- Assisting with research and design of client pitches / proposals
- Assist with small copywriting tasks as needed
- Opportunity to provide in-person support at events

QUALIFICATIONS // In order to achieve our mission, we need to work with sharp, passionate, creative people who exhibit the following:

- A passion for the outdoors - protecting it, enabling access for all, and enjoying it
- Strong written and verbal communication skills as well as strong time management skills
- Collaborative attitude and an openness to feedback + challenge
- A desire for continuous learning and improvement
- Detail-oriented with exceptional critical-thinking and problem-solving abilities
- 2-3+ years of relevant account management experience
- Comfortable with collaboration tools like Google Drive, Notion, and project management tools
- Ability to operate independently when necessary

TIME COMMITMENT // This is a remote, 20-hr/week position. This position will generally have great flexibility with regard to scheduling. We expect to establish a half-day block of time when all team members will be available for discussions and meetings, but otherwise this position will be free to schedule their week as they see fit. This position will start part-time (20 hrs/wk), but we expect to have additional needs in 2025 and would like to find a person who is open to a full-time position when the need arises.

SALARY // Salary for this position is dependent on experience and skill set, but is expected to be between \$42,000 - \$63,000 (\$40-60/hr @ 20 hours/wk).

BENEFITS // Our goal is to hire for the long term. We want the best for our employees, and we want the best to be working at TOPO Collective. We know that everybody has a unique situation, and benefits carry different weights depending on the situation. Therefore, we offer a negotiable benefits package, which may include one or more of the following:

- Medical, dental, vision, life/disability insurance, 529 college savings
- Monthly contribution to Health Savings Accounts (HSA) and/or Flexible Spending Accounts (FSA)
- Annual matching contributions to pre-tax retirement account
- Commission on successful referrals of new, qualified clients to TOPO Collective
- Paid time off (holidays, sick, vacation, mental health)
- Paid time to work on passion projects which are in line with TOPO's mission
- Stipend for co-working space access and/or "work from home" needs (e.g. ergonomic chair, better lighting, etc.)

DOES THIS SOUND LIKE YOU? // If it sounds like this opportunity might be for you, please follow [this link](#) to tell us a bit more about yourself. Note, we're seeking detail-oriented and thoughtful team members - when completing your application, please keep this in mind. For any specific questions, reach out to hello@topocollective.com.

hello@topocollective.com // www.topocollective.com

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