

Social Impact Report Specialist (Part-Time)

Job Description

ABOUT US

[Percent Pledge](#) powers customized social impact programs, helping companies authentically improve employee engagement, employee retention, & employer brand. Our easy-to-use platform & social impact experts offer a single source for donations, volunteering, charity vetting, & impact reports.

In less than three years, we have become the “SMB” social impact experts, built a growing customer base ranging from high-growth startups to Fortune 100 firms, and helped employees donate and volunteer globally. To accelerate our continued growth, we are looking to add a driven Social Impact Report Specialist to our fully remote force for good.

We pride ourselves on providing continuous transparency into our customers’ giving. The Social Impact Report Specialist role will continue this transparency by delivering monthly personalized impact reports to our customers, while also getting in early with a successful startup and growing force for good.

YOU’LL BE RESPONSIBLE FOR:

- **Researching & writing** appealing and engaging impact stories from nonprofit partners.
- **Analyzing donation and volunteer data** to provide customers insight into their top giving stats.
- **Collaborating** with the Marketing and Customer Success teams to ensure each report is personalized for every customer.
- **Creating & delivering 2 types of personalized monthly reports** in HubSpot’s marketing emails.
- **Maintaining the 50% engagement rate** in each monthly report.
- **Seeking opportunities** to better increase transparency into our customers’ giving.

WHAT TRAITS WE LOOK FOR IN SUCCESSFUL CANDIDATES:

- **Social impact-oriented** – Someone who has a passion for social impact, volunteerism, and connecting employees with their communities and causes they care most about.
- **Compassionate** – Someone who is kind to others, even if put in an uncomfortable/unfamiliar situation.



- **Internally driven** – Someone who wants to get things done, does not need any nudge to drive projects forward, and who does not get discouraged when they hear “no.” Ability to thrive in a fast-paced work environment, readily adapting to continually changing priorities, nuanced feedback, and aggressive project timelines.
- **Strong communicator** – Someone who can express themselves clearly and effectively whether verbally or in writing.
- **An eye for detail** – Someone who is an energetic team player and is deeply committed to quality and excellence, and is exceptionally organized.
- **Proactive** – Someone who is a self-starter and takes responsibility for getting the job done.
- **Accountable** – Someone who consistently exceeds their goals because they have the drive to do so, and has outstanding time-management and prioritization skills, with the ability to excel at multiple priorities under short deadlines.
- **Solutions-oriented** – Someone who always comes to the table with ideas for how to get to “yes.”
- **Collaborative** – Someone who is a strong communicator, comfortable working across multiple teams (internal and external), and functions to achieve goals.
- **Passion for learning** – Someone who is genuinely excited to learn new things and expand their areas of professional/personal knowledge.
- **Self-aware** – Someone who “gets it!”

WHAT YOU NEED TO BE A QUALIFIED CANDIDATE:

- 1+ years of writing experience in a professional setting (copywriting, email marketing, storytelling, etc.)
- 1+ years of visual design experience preferred
- 1+ years of experience with email/digital marketing and knowledge of marketing automation tools such as HubSpot
- Strong communication and writing skills
- Experience with Google Suite (Excel included), HubSpot, and Canva required

SOME OF WHAT WILL BE OFFERED:

- Competitive part-time salary (30–40 hrs per month)
- Opportunity to grow your career at an early stage & impactful company
- Growing your professional skill-set & portfolio alongside a kind, caring, and fun team!



LOCATION:

US- remote

TO APPLY, PLEASE EMAIL JOBS@PERCENTPLEDGE.ORG THE FOLLOWING:

- Resume
- Writing Sample
- Design Portfolio (if applicable)

With the subject line, "Social Impact Report Specialist | [First & Last Name]"