



JENNY KASSAN

Capital on Your Terms Community Manager and Sales Representative

Jenny Kassan Consulting is looking for a part-time Community Manager and Sales Representative with the passion and skill needed to make a meaningful impact on the work we do for mission-driven entrepreneurs throughout the U.S.

About the company

Jenny Kassan Consulting (JKC) is a law firm and coaching and consulting business with the mission of helping social enterprises raise investment funding on terms that allow them to stay true to their mission, vision, and values.

About the position

JKC is looking for an individual who is dynamic, competent, hardworking, mature, and trustworthy to manage sales and engagement for our membership program, the Capital on Your Terms Community.

Duties include the following:

Sales

- Source new leads through creative prospecting tactics
- Qualify and develop a robust sales pipeline
- Schedule and conduct sales calls
- Collaborate with the team to develop regular strategic plans to meet monthly, quarterly, and annual sales goals
- Maintain and update prospect records in our CMS, HubSpot, to ensure accurate reports
- Communicate and identify areas in the sales process for improvement
- Develop, write and edit sales documents, including proposals and emails
- Assist with the production of sales events (e.g. 3-day virtual events, webinars, online courses, etc.)

Community Management

- Use our membership platform and other communication methods to engage community members by asking thought provoking questions, connecting community members with each other to encourage resource sharing, and posting engaging content
- Manage our monthly virtual coffee pairs process (pair community members to set up virtual coffee dates)
- Design and implement creative strategies to engage community members and ensure long-term retention
- Assist with the management of twice-monthly community virtual meetings

About you

The Community Manager and Sales Representative will be someone who:

- Takes initiative without being micro-managed
- Is passionate about creating and maintaining organized systems
- Is a world-class listener
- Demonstrates excellent planning and analytical skills
- Has a collaborative approach to working with colleagues
- Is a strong communicator with excellent writing skills and a sense of humor
- Is self-motivated, well-organized, curious, and has a proactive attitude; someone who can learn on the fly
- Takes pride in delivering high quality work
- Is flexible, reliable, and trustworthy
- Takes an interest in current events, including social justice and equity issues
- Is willing to use their own phone and computer and has access to reliable internet.

Hours: Approx. 20 per week

Pay: \$41,000 base plus commission

This is a virtual position so you can be located anywhere in the U.S.

Think you might be a good fit?

Please send your resume and a cover letter to info@jennykassan.com.