



Impact Point Group, located in Denver, CO was founded in 2007 and is a proud certified woman-owned business. We are a boutique consulting firm focused on blending the art of innovative, creative thinking and design with the science of strategic planning and measurement to help our clients implement events that deliver business impact and audience delight. We provide event strategy, program design/management, speaker strategy/management, measurement consulting and facilitation services to Fortune 500 executive teams.

### **Project Manager (Contractor)**

We are searching for a self-motivated Project Manager who will contribute their many talents to join our team as an independent contractor. We're looking for someone with the flexible capacity for as much as 20–30 hours per week, but know that there will be periods when we might be able to offer additional work opportunities above and beyond that.

The Project Manager is an essential partner to our Client Services Delivery team and responsible for overall project management across multiple client accounts. This could involve a variety of duties including scope management, resourcing, schedules, budgets, change management, communications, stakeholder engagement, risk analysis and project contracting. While limited, this could also include some client interfacing and collaboration with our fast-moving clients working at global tech companies.

If you are a seasoned project manager with a passion for collaboration, we want to hear from you! As a growing and flexible organization, we are in pursuit of excellent new colleagues with documented talents and aspirational growth targets. So, if you are inspired by the role described and you also want to be a part of a high performing team in the consulting event strategy space, let's talk!

### **Spend your days:**

- Partnering with Event Strategy Directors and Senior Event Strategists to create and drive project timelines
- Collaborating with internal and client teams on project execution across the project life cycle
- Providing regular insights and recommendations to maintain project health via reporting and communications to clients, project teams and other stakeholders to ensure ongoing alignment
- Maintaining data integrity across applications and document repositories, maximizing Asana to manage project workflows within processes
- Identifying, documenting and helping to implement improvements to our internal project management processes

### **Mindset Match:**

- The Project Manager is confident and self-directed—they have the acumen and experience to identify and tackle challenges head-on and autonomously, but always keep their project teams informed
- The Project Manager is compassionate, influential and an exceptional communicator—even when under pressure, they can rally the team to deliver client projects on time, within budget and to everyone's satisfaction
- The Project Manager has the intellectual agility to focus on both the big picture and manage the details. They're polished, professional and they've built a big toolkit of processes, techniques, strategies and templates to draw from.

**Qualifications:**

- 5+ years of relevant experience managing cross–functional projects or clients, preferably in an agency environment
- Excellent leadership and communication skills
- Demonstrated project management acumen, including the ability to navigate multiple priorities and ambiguous situations with intelligence and understanding for the individual situation
- Extremely proficient with project management methodologies
- Aptitude or direct experience working as a contractor (i.e. confident in outlining project SOWs, tracking and invoicing for your time, and in carrying necessary professional liability and practice insurance)
- Proficient with productivity applications (i.e. Microsoft 365, Google Workspace) and general project management tools (i.e. SmartSheets, Basecamp, Teams, Asana)

**Nice to have:**

- Bachelor’s Degree
- Project management certification
- Experience working with a small company
- Event experience, including project management or production

**Working with us you’ll enjoy:**

- The opportunity to work on award-winning and innovative strategy projects
- Work with top tier technology brands
- A driven and committed team of seasoned pros to hang out with
- Human–centered cultural activities that include our most committed and highly active contractors—we couldn’t do it without you!

We’re certainly eager to learn more about your professional experience and contributions, but we also want to get to know you as the unique human that you are!

To begin your application process, please compile and send the below application materials to [recruiting@impactpointgroup.com](mailto:recruiting@impactpointgroup.com):

- Your answers to the below questions
- Your resume
- Your hourly rate(s) and general availability

1. List three things that attracted you to this position and made you want to apply
2. Tell us briefly about a time when you overcame a challenge or successfully navigated ambiguity
3. What media (TV, podcasts, news sources, books, social media etc.) do you regularly look at and what do you appreciate about them?