



## About the Company

At williamsworks, we have pioneered something new.

We are a strategic advisory firm infused with a unique combination of visionary thinking, subject matter expertise, a global network of valuable connections and full-service, innovative make-it-happen support to help forward-looking individuals, non-profit organizations, public entities, foundations and corporations amplify their impact and achieve our shared goal of creating and sustaining positive change.

Fast-paced and innovative, the firm seeks team members who thrive on delivering high-quality service and are motivated by doing work that makes a difference.

## Position Responsibilities

### Project Management

- Design, develop, and manage work plans for both internal and external client projects related to political strategy, philanthropy, and/or advocacy.
- Facilitate timely and accurate execution of work plans.
- Reverse engineer big deliverables into actionable tasks with strategic timelines and resource management.
- Develop project models to assist colleagues and clients in time management, task management, resource management, budgeting, and other needs.
- Manage communications with individuals and organizations to facilitate work plans; directly interface with clients, as necessary.
- Create and manage associated budgets, ensure project stay within budget and provide regular updates to client and internal managers.

### Logistics & Event Planning

- Develop and manage event related project plans, budgets, and timelines under often-fluid circumstances.
- Develop and manage vendor and consultant relationships including contracting, invoicing, and payment.
- Serve as primary point of contact for clients or other external stakeholders.
- Manage all event logistics, including venues, catering, décor, sponsors, guest lists & host committee, invitations, and other components as necessary.
- Manage expense budgets and reporting.
- Manage tasks performed by supporting staff.

## Donor Relations & Fundraising

- Conduct and direct research on potential donors and funding sources for a variety of non-profit clients.
- Create and maintain call-lists, 'touch-schedules,' donor contact databases, and other systems for excellent donor management.
- Manage fundraising budgets, consultant contracts, and provide timely and accurate updates to client.
- Work directly with clients to define clear fundraising objectives and strategies; and to reach those objectives.

## Business Development

- Draft, edit, and/or proofread new business proposals for potential new clients.
- Use retainer calculators and project models to predict or forecast hours, budget, and profit value of potential new clients.
- Manage and draft external correspondence on behalf of more senior staff members.

## Research & Writing

- Conduct research on a variety of topics that could include client projects, donor profiles, funding strategies, corporate giving, client profiles, project management techniques, etc.
- Direct and oversee research conducted by interns, associates, or third party consultants.
- Draft, edit, proofread, and revise internal and external documents for mass publication, client deliverables, internal manuals, and other documents.

Fulfill other duties and special projects as assigned.

## Education, Skills and Personal Characteristics

- Bachelors degree, Masters preferred
- 5 years prior experience involving some combination of the following in a political campaign/government, non-profit, consulting, or international relations setting:
  - managing multiple projects for internal & external stakeholders
  - managing or supporting discrete fundraising campaigns including major donors, events, and communications
  - working with diverse stakeholders – from internal staff, to clients, and high-level VIPs
  - working and managing complex logistics and trip and/or event planning
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Excellent attention to detail, time management and organizational skills
- Excellent writing skills and abilities in both informal and formal formats
- Demonstrated ability to prioritize competing tasks as well as multitask
- Self-directed and tenacious, while also a natural team player
- Flexible, responds well to change
- Professional, gracious demeanor even under pressure

## PROJECT MANAGER



- Excellent communication skills and judgment; experience applying both skills to internal teams, external stakeholders, and managing-‘up’
- Willingness to work on a global clock and serve ‘on-call’ when necessary
- Takes the job seriously without taking oneself too seriously; good sense of humor
- Absolute and unquestioned integrity

Qualified candidates must be eligible to work in the U.S. and have a valid passport.

williamsworks offers a competitive salary and benefits plan.

### How to Apply

We regret we are not in a position to respond to phone inquiries.

- Email résumé and cover letter to [admin@williamsworks.com](mailto:admin@williamsworks.com)
- Ensure the subject states “Project Manager”.
- Candidates under consideration will be scheduled for a phone interview with successful candidates invited to interview in person.

Learn more about us, our clients and our work at [www.williamsworks.com](http://www.williamsworks.com).