



**Position Title:** Manager

**Location:** 100% Remote, US Based

**Status:** Full-time, exempt

## **ABOUT US**

We are problem-solvers who believe that big change is both necessary and possible. williamsworks supports global changemakers in achieving real impact on issues that matter. We are trusted advisors to artists, athletes, Fortune 500 CEOs, families, and individuals. We are recognized for our consistent quality, thought leadership, and tangible outcomes. Visit [williamsworks.com](http://williamsworks.com) to read more about our work.

**A day at williamsworks is** rewarding, fast-paced, and trailblazing. Every day is different as we are tasked with balancing high-level strategy development for our clients with ongoing programmatic management. As a remote team, we value and encourage collaboration across job roles and portfolios. We maintain an attitude of gratitude.

At williamsworks, our team centers community and has a bias for action. We think big and stay four steps ahead. We spark optimism and are fearless. We earn every relationship and take nothing for granted. We rely heavily on our networks and maintain confidentiality. We don't make assumptions, and we practice humility.

## **POSITION SUMMARY & WHAT YOU'LL DO**

The Manager will report to the williamsworks' Managing Director and provide exceptional client service by managing programmatic activity, driving research, writing deliverables, and supporting the broader team with ongoing projects. This is an extraordinary opportunity to help some of the world's leading philanthropists, athletes, artists, and companies create a genuine, positive social impact.

## **KEY RESPONSIBILITIES:**

- As a manager, you'll quickly join teams serving clients and utilize your experience, outstanding relationship skills, creativity, research, personal networks and project management to deliver strategic recommendations and results
- Collaborate with team members to lead projects from start to finish, including creating thoughtful blueprints, orchestrating high-profile, large-scale events, researching topics that align with client interest areas, and writing briefs and other prep materials
- Provide thought leadership to the team to ensure current trends, news and topics are kept front of mind
- Deliver strategic recommendations and programmatic support across broad client focus areas, while coordinating with community partners and stakeholders
- Support colleagues to drive a variety of major deliverables and provide high-level administrative and business development support.

## **WHO YOU ARE**

The manager plays a vital role in our client engagement work. We seek someone with at least 5 years of relevant experience in philanthropy, politics, and/or public policy, including project management, operations, knowledge of

grantmaking, community organizing/building, and/or strategy development. You can be based anywhere in the U.S. with access to a major airport. Domestic and global travel is expected up to 20 percent of the time. Candidates must be permitted to work in the U.S. and have a passport.

Desired Qualifications:

- Altruistic, persistent, and willing to challenge the status quo.
- Proactive and organized in a fast-paced, high-pressure environment.
- Forward-thinking, with sound judgment, integrity, and discretion.
- Detail-oriented and understand task prioritization.
- Familiarity with project management systems or quick to learn
- People-oriented and take joy in continuing to develop your network.
- An excellent listener and communicator, responsive to a high volume of correspondence.
- Interested and engaged in the election cycle and political process
- Able to flourish with moderate supervision and able to work with a variety of personalities with professionalism.
- Joyful and able to bring laughter to work.
- Knowledge of, or proficiency in, Spanish is a plus

**KEY SUCCESS MEASURES FOR THIS POSITION**

Successful hires will be measured on their ability to

- Own aspects of client work and manage processes, deliverables, time, team and results
- Earn the trust of clients and team members through their responsive, thorough and diligent partnership
- Set desired goals and outcomes for client projects and monitor and track progress to completion
- Support and drive progress with CEO and Managing Director, using systems and processes to ensure follow through

*Don't meet all of the above requirements? Studies show that women and people of color are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles. williamsworks is an Equal Opportunity Employer.*

**SALARY AND BENEFITS**

williamsworks offers a competitive salary and benefits package, including excellent professional development and medical benefits and unlimited paid time off. At williamsworks, our commitment to building a healthy and happy team is reflected in our compensation. We benchmark and compare peer organization data to ensure we provide competitive compensation and benefits.

The salary band for this role is \$70,000 - \$90,000. In addition to the base salary, we offer unlimited paid time off and 12 paid holidays. We are focused on excellent results, not just putting in the hours. With your Manager's approval, you can take as much time off as you choose, as long as you get the job done. You are expected and encouraged to take *at least* two weeks of paid leave each year. Parental, Family & Medical, sick leave, and time away to volunteer are supported through this unlimited PTO policy.

We offer substantial medical, dental, vision, and disability benefits following 30 days of employment. Each year, we also provide a home office subsidy, annual health and wellness subsidy, a personal philanthropy budget, and professional development budget for each staff member. After one year of employment, we match 100% of employee deferrals into our 401(k) plan, up to 3% of eligible compensation.

## **APPLICATION PROCESS**

The hiring process for this role is as follows:

Phone Screen (20 minutes) | First interview (45 minutes) | Short assignment (+ 60 minute interview) | Final interview (30 minutes) | Trimetrix Behavioral Assessment | Offer

*Additional meetings may be requested as needed.*

For most roles, our hiring processes take an average of 4-6 weeks. During the first interview, you'll be asked to answer the following questions:

- What interests you about the Manager role at williamsworks? And why now?
- One of our guiding principles is to center community and have a bias for action. Tell us how this has shown up in your previous experiences.
- We are a remote team but stay in constant contact via Zoom, Teams and text. Can you share a bit about your experience working remotely and how you balance independent work and collaboration with a team and manager?
- Another one of our guiding principles is to think big and stay four steps ahead. When managing projects and processes, how do you keep all the balls in the air and drive projects toward success?
- Please share an example of someone you have helped in your career.

## **APPLY TO JOIN OUR TEAM**

To apply, submit your resume and cover letter to [admin@williamsworks.com](mailto:admin@williamsworks.com). In your cover letter, please answer the following questions:

- Why are you interested in this position at williamsworks?
- How have you shown commitment to social impact through volunteering, community engagement, work and/or political campaign experience?
- Based on your experience and understanding, what is one way that the philanthropy industry can evolve to meet the needs of communities?
- Name one public figure (activist, philanthropist, political candidate, company, celebrity, etc) who inspires you and why?