



DIRECTOR

ABOUT THE COMPANY

At williamsworks, we are problem solvers. Optimists.

We believe anything is possible and that we can improve lives by partnering with extraordinary people to help realize their most ambitious visions.

We draw on over a decade of experience working with the world's most influential philanthropists, corporations and social innovators to tackle problems both globally and locally. Our team is comprised of fiercely committed individuals who bring expertise in public policy, politics, philanthropy, communications and global development. We know what it takes to accomplish great things because for nearly two decades, we have so many of our partners create real, lasting 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

Practice Management

- Lead the ongoing development of a high value, interdisciplinary practice that is externally recognized for its consistent quality, thought, leadership, and tangible outcomes.
- Lead idea generation, bringing creativity and considerable network and provide high level counsel, to every engagement.
- Lead our professional services engagements for clients who wish to incubate initiatives within our firm, then lead the successful and sustainable execution of the work.
- Ensure the quality, timeliness and profitability of the work done for clients.
- Manage and add value to the staff's:
 - Research and policy analysis on a broad range of international issues
 - Research and development of briefing papers, advocacy plans, talking points, and press statements
 - Identification and engagement of organizations, influencers and decision-makers most able to help our clients achieve their goals around the world
 - Development and execution of strategic plans that accelerate the path to lasting impact
 - Crafting of issue and constituency-sensitive communications
 - Design and execution of client learning trips that inform, connect and inspire the work and contributions of those who can make a significant difference for others.
- Anticipate issues and proactively communicate both internally and externally as they arise.
- Leverage the creativity, networks and resourcefulness of the CEO and other team members while maintaining ownership of the quality and timeliness of the final work product.

Client Relationship Management

- Bring a high touch, creative and proactive, expertise-driven approach to leading and managing clients and relationships, working closely with the staff to achieve and continually add value to ensure maximum impact and williamsworks' continued reputation as a trusted advisor.
- Work at both the strategic and tactical level to deliver across multiple client priorities.
- Develop and communicate strategy to clients.
- Extraordinary attention to detail deeply understanding client personalities, passions and pursuits.
- Grow and scale the client-facing team to build strong, lasting relationships with team and clients.

Team Leadership & Management

- Reporting to the Founder + CEO, collaborating to develop and ensure execution against annual strategic plans, goals, and budgets.
- Build a culture that attracts and retains a world class staff, fitting of a top shelf professional service firm.
- Continually cultivate a network of talent from which to recruit high achieving and high potential candidates.
- Onboard and manage staff and build inspiring professional development plans for each.
- Mobilize the people, ideas and resources needed to meet client requirements across offices and time zones, creating a culture of equal access and opportunity across the firm.
- Guide and develop junior staff through their own evolution of project management to project leadership to strategic leadership to brilliant, mutually rewarding client relationship management.
- Monitor resource utilization, balancing work requirements and deadlines with staff skills and availability.
- Build a strong esprit de corps on the team and model and reinforce the behaviors you wish to see in your teammates.
- Clarify roles and responsibilities, help team members find their motivation and match work opportunities with team members' interests and abilities.
- Empower team members as much as possible, providing timely feedback and making course corrections as necessary.
- Develop career paths that are responsive to the firm's needs while serving as a source of motivation for staff.

Business Development

- **Activate:** Activate your network, and maximize the firms considerable existing relationships, to create new business opportunities.
- **Build:** Build, cultivate and leverage a strong, high value network of clients, prospects and resources.
- **Develop:** Develop proposals, make pitches and close opportunities, in collaboration with other members of the team.
- **Identify:** Identify and cultivate new business opportunities, partnering with other members of the team as appropriate.
- **Prioritization:** Effectively craft project plans based on priorities, setting clear, measurable objectives and deploying team resources appropriately to achieve business goals.
- **Target:** Build the firm's brand through targeted network development, publishing, public speaking and service on boards and organizations related to our business.
- **Finalize:** Develop, negotiate and finalize contracts, staff and subcontractors

EDUCATION, SKILLS AND PERSONAL CHARACTERISTICS

- Bachelor's degree required; Masters preferred
- At least ten years prior relevant experience involving some combination of:
 - directly managing and developing other professionals
 - developing outcome-oriented strategies and measuring the impact of complex, multi-faceted programs
 - professional consulting work for demanding clients working on a global scale

- international experience working with business, governments, and/or NGOs, ideally in the developing world
- understanding and creating the links between philanthropy, politics, public policy, and implementation of programs
- working and/or living in the developing world a plus
- researching political subject such as foreign relations and political ideologies, collecting data from sources such as public opinion surveys and election results and using statistical analysis to interpret research findings.
- Demonstrated success in consulting work, new business development and client relationship management
- Innovative thinker, entrepreneurial and willing to challenge the status quo
- Outstanding written and verbal communications skills
- Knowledge of the disciplines and rigor of the philanthropic arena, nonprofit organizations, strategic planning, program design and implementation, operational execution, grantmaking and M&E best practices
- Excellent attention to detail, time management and organizational skills
- Demonstrated ability to prioritize a large portfolio of competing tasks as well as multitask effectively and respond to a high volume of inbound communications
- Brings creativity, tenacity and superb native judgment to the job
- Professional, gracious demeanor, especially under pressure
- Self-directed while also a natural team player
- Flexible, responds well to change and sees opportunity in challenges
- Familiar and comfortable with developing and managing budgets and ROI
- Willingness to work extended hours, on a global clock
- Socially adept; track record of working with and building lasting relationships
- 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. Post pandemic travel required approximately 35-50%. Position is virtual and can be based anywhere in the U.S. including territories and commonwealth. williamsworks offers a competitive salary and benefits plan.

HOW TO APPLY

- We regret we are not in a position to personally respond to all applicants
- Email resume and cover letter to admin@williamsworks.com
- Ensure the subject states "Director"
- Candidates under consideration will be scheduled for a phone conversation with successful candidates invited to interview.

Learn more about us, our clients and our work at www.williamsworks.com.

williamsworks strongly values diversity and is an equal opportunity employer