



williamsworks

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## MANAGER

### ABOUT THE COMPANY

At williamsworks, we are problem solvers. Optimists.

We believe anything is possible and that we can improve countless 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

The Manager works with the team on client strategy, communications, events and special projects and may manage staff, consultants, and provides business development and administrative support.

- Manage and direct client projects from start to finish, including, but not limited to creating project plans, coordinating logistics and calendars, creating and executing media, political community outreach plans, orchestrating high-profile, large-scale events, researching, writing, and editing, and serving as liaison as appropriate with internal and external stakeholders.
- Manage and direct activities of staff, interns and subcontractors in the conceptualization and execution of client work.
- Provide leadership and mentorship to other staff and subcontractors, including helping to on-board, guiding regular check-ins and staff meetings, and addressing any performance or project issues in a timely and responsible manner.
- Lead the project team in the appropriate follow up + close out of any project, including briefings, marketing materials, and any wrap-up to the client.
- Manage project relationships, budgets and assist in reporting and accounting.
- Ability to build and maintain complex spreadsheets.

- Perform new business development and strategic planning activities in coordination with the Client + Business Director. Assist in the development of the strategic business plan as well as prepare, research, and revise new business plans, proposals and contracts.
- Assist in overseeing day-to-day operations of williamsworks including the management of vendors (accountant, legal, etc.)
- Design, develop, and manage work plans for both internal and external client projects related to philanthropy, advocacy and/or politics.
- 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.
- Facilitate timely and accurate execution of work plans, including, but not limited to the development and management of event related project plans, budgets, and timelines under often--fluid circumstances.
- Develop and manage vendor and consultant relationships, including contracting, invoicing, and payment.
- Manage expense budgets and reporting.
- Manage tasks performed by supporting staff/deliverables.
- Manage social media accounts.

## **RESEARCH & WRITING**

- Conduct research on a variety of topics that could include client projects, philanthropy profiles, policy ideas, programming, project management techniques, donor or client profiles, etc.
- Researching range of subject matter from philanthropy trends to political ideologies, collecting data from sources such as public opinion surveys and election results and using statistical analysis to interpret research findings
- Oversee research conducted by interns, associates, or third-party consultants.
- Draft, edit, proofread, and revise internal and external documents for publication, client deliverables, and other documents.
- Develop comprehensive briefing materials for internal and client use.

## **EDUCATION, SKILLS & PERSONAL CHARACTERISTICS**

- Bachelor's degree required; Masters preferred
- Ability to lead and motivate others as well as an ability to work well independently and as part of a team.
- Extensive project management experience including strong organizational skills, ability to multi-task, prioritize, coordinate with others, and meet deadlines.
- Strong communication skills – both written and oral.
- Experience working in a high-profile environment is preferred.
- Strong analytic and critical thinking skills.

- Ability to anticipate what needs to be done to reach goals and work to make them happen without supervision and frequently under pressure and fluid circumstances.
- Flexible, detail-oriented, and determined with great people skills, including the ability to work with anyone.
- Experience with MS Office (Word, Excel, Powerpoint and Outlook) is required. Budget management experience is preferred.

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](mailto:admin@williamsworks.com)
- Ensure the subject states "Manager"
- 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](http://www.williamsworks.com).

*williamsworks strongly values diversity and is an equal opportunity employer*