

## **Project Manager**

Will Fitzpatrick PC

San Francisco, CA / Remote

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Will Fitzpatrick PC (WFPC), a private law practice in Northern California, advises entrepreneurs, philanthropists, family offices, and investors developing innovative solutions to the world's most challenging problems. As a strategic advisor and outsourced General Counsel, WFPC assists in the creation of hybrid nonprofit / for profit legal structures designed to accelerate social impact beyond what can be achieved by traditional philanthropy and business approaches.

Our firm is growing, and we are seeking a creative and curious Project Manager to support a variety of internal and client-facing organizational, planning, and communication needs.

### **OVERVIEW**

At WFPC, we help architect and build highly scalable enterprises that provide equitable and sustainable solutions to the world's greatest social and environmental challenges. Drawing on over twenty-five years of leadership experience in tech and philanthropy, Will works with clients to develop innovative legal and business structures to deploy billions of dollars to philanthropic, advocacy, and entrepreneurial endeavors.

WFPC is frequently retained to create designs for new governance and operations systems that will support, protect, and scale a client's enterprise. WFPC also provides extensive legal and strategic business support, including: product development, sales, and fundraising strategies; equity and employee benefit plans; international expansion; and corporate governance issues.

WFPC is looking for a Project Manager who is interested in the intersection of business, philanthropy and technology, and how innovative legal structures can help clients best achieve their goals.

### **THE OPPORTUNITY**

This is a part-time role, anticipated at 20 hours per week, with the possibility of expansion to full-time. The Project Manager will report directly to [Will Fitzpatrick](#), Principal and Founder of WFPC.

Proximity to San Francisco is not required, but the ability to communicate with a wide variety of partners and perform tasks virtually is a must.

This individual contributor will perform the following duties:

- + Oversee client work streams and track projects in shared project management systems.
- + Support project timelines, manage deliverables, and ensure milestones are met and communicated broadly.
- + Provide clear communication to cross-functional client teams and WFPC staff regarding project status, resource requirements, issues, and priorities.
- + Establish agendas and facilitate effective, informative meetings.

- + Maintain and improve business processes.
- + Create PowerPoint and Visio presentations for clients and speaking engagements.
- + Assist Principal in preparing thought leadership pieces for conferences, panels, and media.
- + Support Principal as a sounding board for new clients.
- + Participate in strategic WFPC planning discussions; engage in new product / service brainstorming sessions.

## **WHAT WE'RE LOOKING FOR**

While WFPC is hired because of our experience and legal expertise, we also focus on bringing a fresh perspective to every project: creativity, integrity, and initiative are critical to the client service we provide.

Previous experience in a related area of law, philanthropy, investment, tech and/or finance is a plus.

You might be a great fit if:

- + *Systems and organization* make your heart sing. You have great attention to detail and enjoy creating order around you.
- + You're an *agile, people person*. You possess the ability to interface with all levels of an organization and across functional boundaries. You enjoy the community of clients and colleagues.
- + *Communication* is a core value. You are comfortable with direct and open dialogue and don't hesitate to elicit feedback that will make you and your teammates more effective.
- + You're often recognized for your *strong judgment skills*. You can discern what's important and distill large amounts of complex information into clear priorities, action items, and messaging.
- + You're willing to *experiment*. You understand the need for ambiguity during innovation, and you can navigate new territory while asking needed questions.
- + You have an insatiable *desire to learn*. You don't mind "running down a rabbit hole" to research a suddenly important topic or trend.
- + *Tech* doesn't scare you. Even if you don't consider yourself a "techie" you have a willingness to learn (especially on communication platforms like Asana and Slack).
- + You're interested in the connection between *business and social impact*. You see the need for change in the world and are excited to be a part of building new promising solutions.

Compensation range depends on relevant experience and/or industry expertise, from \$50–75 per hour.

## **TO APPLY**

Please submit a letter of interest and your latest resume or LinkedIn profile to [tom@wfitzpatrick.com](mailto:tom@wfitzpatrick.com).

Candidates who apply by September 15, 2021 will be given preference.