

# Communications Project Manager

## About Williams Group

Williams Group is a women-owned strategic communications agency based in Grand Rapids, Michigan.

For more than 45 years, we have partnered with leading corporations, foundations and nonprofits across North America to move people from awareness to action. Whether we're changing hearts and minds or driving the bottom line, our communications are grounded in strategy, delivered through strong design and messaging, and expertly managed.

Wg is a Certified B Corporation™ and our team is always mindful of doing the right thing for the people and places our work involves. We value belonging, integrity, generosity, openness and joy—and we bring it all into our work to build meaningful, long-lasting relationships with clients and each other.

## About the Project Manager Role

If you're eager to advance social, racial and economic justice by bringing out the best in strategic communications aims and teams, this position might be for you.

Williams Group seeks a project manager to primarily support the success of our nonprofit and philanthropic clients. In this role you would work closely with Wg account managers and strategists to establish project direction, collaborate with our writers and designers to bring that direction to life through effective communication products, and help ensure everything we deliver exceeds quality standards and client expectations.

This role reinforces Wg's capability as a trusted partner and our part in important mission-driven work. Like all Wg associates, project managers balance independent, self-led work with active, team-based co-creation.

## What You'll Do

At Wg, success is measured by contributions to “the three Cs”—clients, commerce and culture.

### Clients

- Contribute to client conversations to determine project goals and objectives
- Suggest potential strategies and support the development of implementation plans
- Establish project schedules and deadlines
- Coordinate resources (internal and external) to fulfill project needs
- Manage project details (e.g., meeting coordination, securing photo rights and permissions, file management, etc.)
- Participate in the execution of communication tactics (e.g., content development, event management, design direction, etc.)
- Conduct project-related research; document and share findings
- Complete proofreading and quality assurance checks prior to client delivery
- Stay current with industry trends and best practices
- Contribute to project debriefs; capture and share project learnings

## Commerce

- Consistently meet deadline, scope and budget expectations
- Recognize and help pursue new business opportunities, typically within existing client accounts
- Contribute to new business development efforts (e.g., developing statements of work, contributing to sales tools, participating in client presentations, etc.)
- Maintain personal billings aligned with company targets and project capacity
- Uphold company financial practices (e.g., accurate timekeeping, expense documentation, etc.)

## Culture

- Demonstrate excellent communication, client service and interpersonal skills throughout every step of a project
- Support internal Wg strategies and initiatives
- Uphold organizational values and commitments
- Mentor and support other associates
- Work extended hours when needed

## What You'll Bring

- 5+ years of related experience; preferably in a client services or agency environment
- Deep commitment to social, racial and economic justice
- Creativity and enthusiasm; a high degree of initiative and desire to make a positive impact
- Strong analytical and problem-solving skills, with the ability to make well-reasoned decisions
- Superb attention to detail, effective time-management skills and the ability to manage multiple priorities in a fast-paced environment
- Understanding of branding and design fundamentals, common communications practices and platforms
- Strong content development capabilities

## What You Can Expect

All Wg associates play a big role in shaping our work and culture. We operate under three core principles:

- **We make it happen.** Williams Group associates are empowered—and expected—to satisfy the needs of our clients and our company. When something needs doing, we hit the ground running and find valuable ways to contribute. We explore before we ask. We offer options over issues. When the moment brings new challenges and opportunities, we build the skill and know-how needed to meet it.
- **We're in it together.** Nobody goes it alone at Wg. We recognize our shared journey with each other, clients, vendors and the greater community—and our responsibility to help and be helped by everyone around us. Being in it together means checking ego, checking in and showing up to lighten the burden and bring out the best.
- **We take great care.** Wg associates are always aiming for better. We sincerely want the work we do to make a difference for our clients and the world. So we always take care to add value and up our game. Every project, every interaction is an opportunity to understand and think deeply, respond thoughtfully and strategically, and create experiences that are meaningful and memorable.

## Compensation and Benefits

Williams Group is committed to creating an environment where all associates can thrive both personally and professionally. Here are just a few ways we invest in our team:

- **Salary:** The range for this role is \$71,000 to \$90,000, with opportunities for continued growth and profit sharing as described below
- **Profit sharing:** Quarterly and annual bonuses based on personal contributions, as well as overall company profitability
- **401(k):** 25% match and an additional distribution (typically at least 5% of compensation) annually
- **Health insurance:** Competitive coverage for individuals and families at minimal cost to associates
- **Personal causes:** Associates receive funds each year to support the causes they care about most—and we match personal donations in an annual giving campaign
- **Community giving:** Wg donates at least 10% of our profits annually, so your work has continued impact
- **Growth opportunities:** Regular 1:1s and review cycles using our transparent career progression framework and individual development plans
- **Team time:** Regular in-person and remote activities to foster connection—we genuinely enjoy one another!

## Where and When

**Location:** Michigan residency is preferred but not required. You may choose to work from Wg headquarters in downtown Grand Rapids, your home or another remote location, or a hybrid of the two.

**Working hours:** Our normal working hours are 8 a.m. to 5 p.m. Eastern Time; extended hours are occasionally necessary to satisfy client needs and accommodate differing time zones.

**Travel:** Associates gather in-person in West Michigan at least once per year. Additional travel to client locations is occasionally required; estimated at one week per quarter.

## How to Apply

Qualified candidates are invited to submit a **resume and cover letter** expressing your interest in this position to Martha Sawle, [hello@williams-group.com](mailto:hello@williams-group.com).

Williams Group is an equal opportunity employer, with a commitment to building and fostering a diverse, equitable and inclusive workplace. We welcome candidates who would both contribute to and want to learn from working in such an environment.