

Client Specialist | Project Manager



Job Title: Client Specialist | Project Manager

Location: Raleigh, NC (Primarily remote)

Hours: 40 hours per week

Pay: \$50-70k

About Fountainworks:

Fountainworks is a North Carolina-based consulting company that is passionate about helping public leaders tackle big challenges in their organizations and communities. Since 2003, we have worked with a wide range of government, university, and nonprofit organizations across the nation to achieve their vision and amplify their impact.

Fountainworks focuses our services around four main areas:

- **Strategy**—strategic planning services to help organizations vision their future and find confidence in their path
- **Leadership**—leadership training and organizational development aimed at positioning people to work together more effectively
- **Partnerships**—bringing together people and organizations across sectors to build relationships and create meaningful, collective impact
- **Implementation**—design thinking for complex problems and project management, as well as delivery to move our clients forward on the right path

At Fountainworks, you'll be joining a small staff of passionate employees that value curiosity and creativity. Our consulting work requires us to be nimble and adaptable, which means that no day will ever look the same. If you're looking for a flexible workplace where you will be empowered to make decisions and generate public impact, this is the place for you.

About the Client Specialist | Project Manager Position:

We believe people are an organization's most important resource, and we are looking for a passionate, hard-working, and creative individual to join our team! The purpose of the Project Manager position is to provide clients with high-quality, high-touch work that meets their needs. This position is intended to work on a variety of different projects, from strategic plans and organizational assessments to leadership retreats and community feedback events. The position will provide high-touch customer relations and serve as a project manager on a variety of Fountainworks' projects.

The position will report to the President of Fountainworks and includes the following responsibilities:

- Perform professional writing and editing work for clients and/or on proposals
- Provide high-touch support to our clients
- Project coordination (including scheduling, task tracking, and administrative tasks)
- Project management (including research, ideation, and creating materials to use with clients)

- Build relationships with clients through high-touch communications and impactful work
- Work in pursuit of Fountainworks' core values of Fun & Joy, Love of Learning, Authentic Relationships, Support, and Humility & Confidence
- Participate as needed in special office projects and other duties as assigned

A Strong Candidate Possesses the Following Qualifications or Experiences and Attributes:

- Bachelor's or Master's degree with public-sector focus (ex.: Public Administration, Public Policy)
- Experience with problem solving under pressure
- Dependable, detail oriented and flexible, with a strong ability to multitask
- Excellent verbal and customer service skills.
- A passion for working with public leaders, and a desire to work in a workplace that values creativity and growth
- Experience with platforms such as Zoom and Teams
- Effective planning and time management skills with the ability to manage multiple tasks and projects
- Ability to approach challenges with creativity, openness, and curiosity
- Ability to thrive in a team-based setting and work with a diverse client group
- Passion for public service and knowledge of the current leadership landscape

Compensation and Location:

The pay for this full-time (40 hours per week) position is \$50-70k. Fountainworks' office is based in the Triangle (Raleigh, Durham, Chapel Hill); however, this position is primarily remote and will require occasional in-person work at Fountainworks' office and at client sites.

Why Join Fountainworks?

Along with competitive pay, working with Fountainworks has many perks:

- A hybrid work-environment, with the flexibility to work remotely or at the office in the Research Triangle, NC
- Access to an office with a co-working space, conference rooms, and a dining/retail space
- Hard-working and passionate team members who value collaboration and work to create a supportive environment
- The ability to work with interesting, diverse clients from across North Carolina and the country
- An understanding of and respect for work-life balance

To Apply:

If you are interested in this position, please email your resume and cover letter to Paige Pait, Project Manager, at paige@fountainworks.com. Applications will be accepted until position is filled.

For More Information about Fountainworks:

To learn more about our team and our work visit [fountainworks.com](https://www.fountainworks.com) or connect with us on [LinkedIn!](#)