Fisher Law Practice, P.C. | www.fisherlawpractice.nyc | Brooklyn, NY

PLEASE READ THIS ENTIRE POST BEFORE RESPONDING.

Are you an experienced Program Manager or Business Development Manager? Do you have strong communication skills? Are you proactive, and a problem solver? If you answered yes to these questions then this might be the job for you!

Fisher Law Practice is a boutique firm that provides conflict resolution for businesses and helps people get separation/custody agreements and forge a path forward. We are growing fast and seeking an experienced part-time Program + Development Manager with a strong background in all aspects of program or project management, sales/business development, and case management.

As a Program + Development Manager, you will be responsible for:

- Bringing in new business for Fisher Law Practice by identifying potential new clients, establishing and building relationships, and managing a sales pipeline;
- Outreach to key stakeholders within organizations, up to C-level;
- Managing the intake process for new clients and communications with existing clients in a courteous and professional manner, upholding strict confidentiality;
- Coordinating conflict management and resolution workshops for multiple organizations;
- Leading marketing campaigns including drafting newsletters, creating dynamic marketing materials, and maintaining a robust and dynamic social media presence;
- Managing busy and dynamic attorney/mediator calendars including confirming and coordinating consultation meetings, mediation sessions, etc.;
- Reminding attorneys and facilitators of deadlines for filings, meetings, etc.;
- Prioritizing work and adjusting priorities in accordance with deadlines;
- Willingness to work as part of a team and assist with administrative tasks;
- Bringing enthusiasm and ideas; and
- Other duties as assigned

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What you need to be successful in this position: The ideal candidate must be organized, a good communicator, have strong writing skills, punctuality, take pride in providing exceptional and compassionate client service, and must be a positive and optimistic person who enjoys working with talented professionals as part of a team. You will also have the opportunity to observe mediation sessions and workshops. An established background/interest in Alternative Dispute Resolution and Diversity, Equity, and Inclusion initiatives is strongly preferred.

- College degree or higher strongly preferred
- 4+ years of Microsoft Office Suite experience
- 2+ years of Program Management experience
- Excellent communication skills (verbal and writing)
- Experience working with Case Management programs
- Experience in sales and/or client-facing roles

Location: Brooklyn, NY 11201 (This is currently a telework position. By November 2021, the Program + Development Manager is expected to check into the physical office twice a month with the rest of time working from home.)

Job Type: Part-time Program + Development Manager. Up to 10-15 hours a week to start. Perks + Opportunity for growth. Wages are commensurate with experience. Starting at $30-$35/hr.

APPLICATION INSTRUCTIONS

We do not accept applications through job sites. In order to apply, please write a cover letter reviewing your experience and why you want to work with us. Your cover letter and resume should be combined into one PDF, which you will email. The subject line of your email should be your last name and first name (in all caps) + position + an adjective that best describes you. **Example Subject Line: Weaver, Timothy, Program + Development Manager, Dynamic.**

Email your cover letter and resume (as a single document) to Nesha Rosado at support@fisherlawpractice.nyc. Applications accepted until Friday, June 25, 2021.

IF YOU DO NOT FOLLOW THIS APPLICATION PROCESS, YOUR APPLICATION WILL NOT BE CONSIDERED.