

Position Information	
Working Title:	Strategic Planning Leader
FLSA Status:	Non-Exempt
Provisional Period:	90 Days
Department:	Innovation
Assignment Category:	Staff
Office:	Fort Myers
Job Type:	Regular, Full-Time
Job Description Summary:	<p>The Strategic Planning Coordinator works closely with all team members and attorneys to bring innovative solutions to the ever-changing legal marketplace. This includes mediating and processing complex situations to help invent advanced experience-based interactions that leave attorneys, teammates and clients alike with a sense of fulfillment and motivation. The Strategic Planning Coordinator helps guide estate planning clients and teammates to implement and integrate front stage and back stage legal practice systems into the practice. The Strategic Planning Coordinator must be passionate about team success solutions, providing legal assistants, attorneys, clerical staff and marketing teams with elevated ways of thinking to help them grow and develop internally. Adaptability and flexibility will qualify you as an exceptional candidate. Attributes that will shine are alertness, curiosity, and responsiveness.</p>
Job Factors	
Minimum Education Preferred:	Bachelors Degree
Experience Level Preferred:	Three years of relevant mediation, team leadership, marketing and/or entrepreneurial office experience preferred.
Supervision Received:	The incumbent reports to the Managing Attorney. After initial orientation, the incumbent will be given general direction from the Managing Attorney, but is expected to perform duties and responsibilities independently.
Supervision Exercised:	This position is responsible for supervising all team members not explicitly under the jurisdiction of another leadership position.
Scope of Human Resources Impact:	Often responsible for taking lead on interviewing prospective candidates and providing final decisions concerning the hiring process.
Level and Nature of Internal Contacts:	The incumbent has regular contact with all members of the team, including all levels of Attorneys and outside vendors. This position also includes leading meetings for the entire team, regardless of department and providing direction to said all team members when necessary.

Level and Nature of External
Contacts:

This position requires regular external contact with existing clients and Centers of Influence to better impact client relations.