



Founding Product & Operations Manager

# Work smarter, bill better, win more with Maven

Shape the future of the LegalTech industry

The screenshot displays the Maven dashboard interface. On the left is a sidebar menu with the following items: Dashboard (selected), Meetings (expanded), All Meetings, Upcoming Meetings, Recent Meetings, Shared Meetings, Folders, and Integrations. The main content area shows a 'Welcome, John' message and four summary cards: 'Upcoming Meetings' with 12 items, 'Meetings with Transcripts' at 83%, 'Action Items Created' with 47 items, and 'Transcripts Processed' with 18 items. Below these is a section for 'Upcoming Meetings' with a table listing five meetings.

Meeting	Date	Time	Duration	Join Meeting	Actions
Initial Consultation & Case Review John Smith	Thu, Nov 20	06:15 PM	1h 10m	Join	⊙ ⏪ ⋮
Initial Consultation & Case Review Jane Smith	Thu, Nov 20	06:15 PM	1h 10m	Join	⊙ ⏪ ⋮
Initial Consultation & Case Review John Smith	Thu, Nov 20	06:15 PM	1h 10m	zoom	⊙ ⏪ ⋮
Initial Consultation & Case Review John Smith	Thu, Nov 20	06:15 PM	1h 10m	📺	⊙ ⏪ ⋮
Initial Consultation & Case Review John Smith	Thu, Nov 20	06:15 PM	1h 10m	📺	⊙ ⏪ ⋮

The mission

To empower attorneys by automating the capture, organization, and analysis of legal meetings so they can focus on higher-value strategic work.

The vision

To become the leading AI-driven workflow intelligence platform for law firms, transforming how legal teams manage information, make decisions, and deliver client value.

Explore the opportunity

# A message from the Founder & CEO

At Maven, we're building a product that directly addresses one of the biggest inefficiencies in the legal industry: the amount of valuable case knowledge lost in meetings, calls, and day-to-day discussions. Our goal is to give attorneys a powerful AI assistant that captures every detail, structures it intelligently, and turns it into actionable insights that improve both strategy and efficiency.

This first hire is foundational. You will help shape the core product, establish our operational foundation, and influence decisions that will guide Maven's long-term direction. As we develop our MVP and prepare for market entry, the impact of your work will be immediate, visible, and meaningful. You'll join at a moment where every contribution directly moves the company forward.

Maven has already been validated through extensive discovery work, including more than 30 one-on-one attorney interviews and a survey of 52 attorneys across firm sizes conducted by Centiment. The results were strong: 65% of respondents indicated they would be willing to pay for Maven, including 80% of attorneys from small firms. The need is clear, and we're building a solution with real market demand. If you're excited about creating something transformative from the ground up, this is the place to do it.

*Olu Obasanjo*



Olu Obasanjo  
CEO

# Get a sense of the culture & ways of working



## Integrity

We build trusted tools for professionals who depend on accuracy.



## Clarity

We simplify complexity and make information more accessible.



## Innovation

We challenge outdated workflows and create better ones.



## Ownership

Early team members help shape the company and product.



## Empathy

We design with an understanding of the realities of legal work.

Reasons to join

# The perfect opportunity for an aspiring tech leader

 Founding impact

Play a defining role in building the product and culture from the ground up.

 Mission-driven work

Solve a real, validated problem for legal professionals.

 Rapid career growth

Grow alongside the company as we scale to meaningful milestones and outcomes.

 Direct collaboration

Work closely with the CEO and future technical leadership.

 Flexibility & autonomy

Enjoy meaningful ownership, remote flexibility, and the chance to lead.

Key points of difference

# What makes Maven unique

Built from the ground up for legal professionals.

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01 Purpose built for  
legal workflows

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02 Not just  
transcription, real  
legal analysis

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03 No new platform  
required

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04 Fast onboarding &  
immediate value

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05 Designed for  
accuracy in real-  
world meetings

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Commitment to you

Maven is committed to building a collaborative, high-trust environment where early team members have the support and autonomy to do their **best work.**

# You'll be invested in our journey together



## Generate Billable Tasks

Create task list with estimates

Export as Doc

Export as PDF

### Overview

Based on the meeting transcript, we identified **45 minutes** of billable activity across three attorneys. Primary focus areas include case strategy consultation, document review, and billing projections.

### Time & Rate Assumptions

Senior Partner (John Doe): \$450/hour  
Associate (Sarah Williams): \$325/hour  
Associate (Mike Johnson): \$325/hour

### Cost Breakdown

Meeting time: 45 minutes × 3 attorneys = 2.25 billable hours  
Estimated total: \$787.50 for this consultation  
Document preparation (pre-meeting): 1.5 hours estimated

### Projections (Next 90 Days)

Discovery phase: 40-50 hours estimated  
Motion preparation: 20-25 hours estimated  
Client meetings and strategy: 15-20 hours estimated

Billing Analysis

\$ Early stage equity

👨‍👧 Paternity leave

📅 Two weeks of annual leave

👉 Remote first working pattern

☰ Standard statutory benefits

Success metrics

# Our goals in your first 90 days



## MVP & pilot projects

MVP coordinated and launched in pilot form with 5–10 attorneys



## Product roadmap

Feedback collected and organized into an actionable product roadmap



## Internal tools & workflows

Core internal tools and workflows implemented.



## Continuous iteration

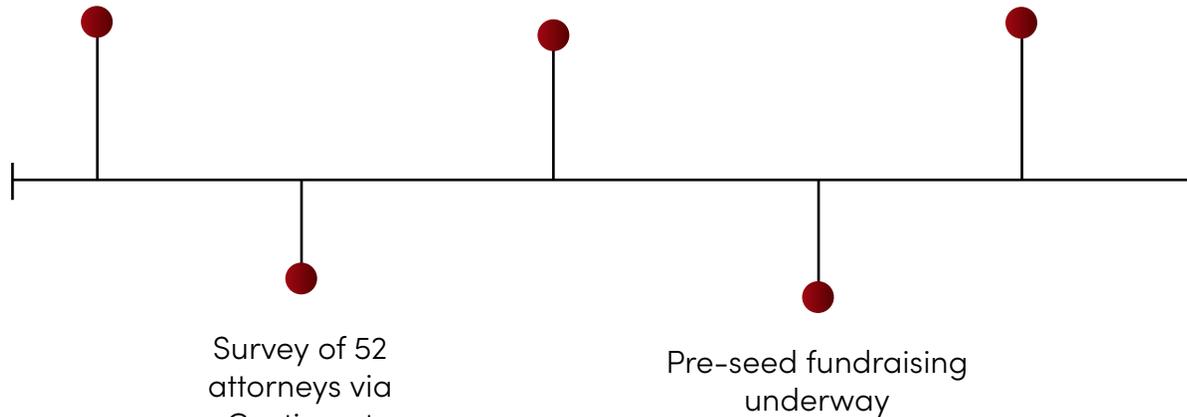
Pilot results used to inform next-phase development and investor materials

# The story so far and beyond

30+ one-on-one attorney interviews completed

MVP currently in development (due late January)

Early pilot conversations with small and mid-sized firms



Survey of 52 attorneys via Centiment

Pre-seed fundraising underway

Survey results:

65% of firms willing to pay for Maven

80% of small firms willing to pay for Maven

Massive market opportunity:



Goal to become a \$6.3M ARR business within the next 5 years.

The opportunity

# Founding Product & Operations Manager

**Location:** Hybrid (New York preferred) or Remote (U.S.)

**Type:** Full-time

## About the Role

As the Founding Product & Operations Manager, you'll work directly with the founders and our technical partners to coordinate product development, manage pilot programs with early customers, and establish the operational foundation of the company.

This role blends product management, customer success, and operations. You'll have an immediate impact on how our product evolves and how our first users experience it.

This is a rare opportunity to help build the culture, systems, and roadmap of a high-potential AI startup from the ground up.

## Key responsibilities

- Product Execution
- Translate founder vision and customer feedback into clear product requirements and priorities.
- Coordinate sprints, testing cycles, and releases with our engineering team.
- Oversee QA and user acceptance testing for the MVP and subsequent versions.
- Create wireframes, workflows, and feature briefs for upcoming iterations.
- User Research & Adoption
- Identify and onboard early pilot users (lawyers and small/medium law firms).
- Run structured feedback sessions and synthesize insights into actionable improvements.
- Define and track core metrics such as meeting summary accuracy, time savings, and billing predictability.
- Develop onboarding and training materials for early adopters.
- Implement internal tools for project tracking, CRM, and user management.
- Manage vendor relationships (conferencing, AI, and API partners).

- Support compliance and data-governance documentation.
- Help design internal workflows for HR, finance, and product tracking.
- Growth & Strategy Support
- Contribute to investor updates and fundraising materials.
- Collaborate on go-to-market experiments and pricing validation.
- Create dashboards and progress reports for both internal and external stakeholders.

## Required skills & experience

- 3–6 years in product management, operations, or customer success at a SaaS or startup organization.
- Strong understanding of software development processes and product lifecycles.
- Familiarity with tools like Figma, Notion, ClickUp, Airtable, or HubSpot.
- Excellent organization and communication skills; able to translate technical concepts for non-technical audiences.
- Analytical mindset with comfort using data to inform decisions.

The opportunity

# Founding Product & Operations Manager

- Experience working cross-functionally with engineers, designers, and end-users.
- Startup mentality – proactive, adaptable, curious, and execution-oriented.

## Preferred (but not required)

- Experience with AI/ML products or API integrations (e.g., conferencing or case-management systems).
- Exposure to the legal industry or professional-services workflows.
- Prior experience at an early-stage startup or zero-to-one product environment.
- Basic knowledge of compliance or data-privacy standards (SOC 2, GDPR, or data retention policies).

## Diversity & inclusion

Maven is committed to building an inclusive, equitable workplace where diverse perspectives strengthen our product and decisions. We welcome candidates from all backgrounds.

## Interview process

We keep our interview process simple, transparent, and respectful of your time:

**Stage 1:** CEO Conversation – Alignment, role expectations, and mission fit.

**Stage 2.** Technical/Operational Deep Dive – Skills, problem-solving, and founding-team readiness.



**MAVEN**