Technical Writer Job Description

Bromelkamp Overview

Bromelkamp Company is a leading provider of online grants management software solutions. akoyaGO by Bromelkamp supports the mission of foundations to make philanthropy better by serving as a strategic technology partner, delivering an all-inclusive, configurable software solution. We provide fully integrated end-to-end software solution, from relationship management to fund accounting that is fully configurable to accommodate the unique needs of the clients we serve. Our cloud-based platform provides access anytime and anywhere. We are passionate about helping foundations amplify their impact.

Bromelkamp Company provides a fast-paced entrepreneurial culture where team members work together with leaders to move the company forward. We are a team of engaging, motivated and energized individuals who work hard, play hard and are committed to making an impact. Bromelkamp Company employees are serious about work but embrace a culture of flexibility to get the job done.

Technical Writer Overview

This position requires an individual who is willing to jump in and learn the full aspects of our foundation software. The ideal candidate enjoys working on small integrated teams, can build strong working relationships with software, and thrives tackling technical challenges. The ideal candidate is self-motivated and adaptable to rapid change and a fast-paced environment.

Responsibilities

- Make complex ideas, concepts, and tasks understandable to diverse audiences
- Write, edit, and organize technical documentation, procedures, and manuals
- Develop training resources for clients
- Maintain a comprehensive library of technical terminology and documentation
- Analyze documents to maintain continuity of style of content
- Ensure cross-team coordination by working with the team to identify top priorities
- Serve as a strong advocate for the best user experience in the software and documentation

Qualifications and Skills

- Bachelor's Degree in Computer Science or related field
- 4+ years of experience writing software documentation
- Proven experience working in a technical writing position
- Experience organizing, writing, and editing software documentation
- Experience with MS Windows, MS Office Professional required
- Familiarity with MS Dynamics 365 preferred
- Knowledge or background in a foundation environment
- Excellent written and verbal communication skills
- Ability to thrive in a fast-paced, constantly changing environment
- Proactive and open-minded attitude with ability to resolve problems and deliver results
- Excellent organizational, multi-tasking, and project management abilities
- Strong attention to detail

Compensation

Salary commensurate with experience, plus a comprehensive benefit package which includes:

- Medical/Dental/Vision
- Life/AD&D/Disability
- SIMPLE IRA (up to 3% Company Match)
- Paid Time Off (PTO) Accrual (10 hours/month, up to 15 days first year of service)
- Nine (9) Paid Holidays

Application

Email resume and cover letter to Mindy Hoenie, Recruitment Coordinator, mindy@akoyago.com. Bromelkamp is based in Bloomington, MN.