



## Project Manager Job Description

### About akoyaGO

akoyaGO is a leading provider of online grants management software solutions. akoyaGO 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.

We provide 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. akoyaGO employees are serious about work but embrace a culture of flexibility to get the job done.

### Project Manager Duties

- Manage client projects (confirm project scope, provide estimates, timelines, and manage those commitments)
- Implement database systems (design and implement systems, provide technical solutions, convert data)
- Conduct trainings (group/one-on-one, at the annual user conference, for webinars)
- Manage client relationships (answer administrative questions, set expectations, suggest improvements, identify opportunities for training, new products, etc.)
- Provide technical support (troubleshoot problems, instruct clients in use of Bromelkamp software)

### Internal Projects:

- Manage internal projects (documentation, updates, testing, product development)

### Administrative:

- Internal meetings, task prioritization, scheduling, time tracking
- This position requires some travel to client sites nationally

### Qualifications:

- Thrives in a fast-paced environment
- Can work independently
- Possesses excellent communication skills (both oral and written)
- Has a strong desire to obtain customer satisfaction
- Experience with MS Windows, MS Office Professional is required
- Familiarity with MS Dynamics 365 is a plus
- Knowledge of basic non-profit accounting principles a plus; preference given to those with fund accounting experience
- Understanding of the grant making process and procedures is desirable

### Compensation

- 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

### Applications

Email your resume and cover letter to Mindy Hoenie, Office Manager: [Mindy@akoyaGO.com](mailto:Mindy@akoyaGO.com).