



## Content Creator Job Description

### akoyaGO Overview

akoyaGO is the leading provider of an online grants management software which supports the mission of foundations to make philanthropy better. As a strategic technology partner, we deliver a fully integrated end-to-end solution, from relationship management to fund accounting. We are passionate about helping foundations amplify their impact.

We provide a fast-paced entrepreneurial culture where we work together to move the company forward. A team of engaging, motivated, and energized individuals who work hard, play hard, we are committed to making a difference in the world of philanthropy. akoyaGO employees are serious about work while embracing a culture of flexibility to get the job done.

### Content Creator Overview

Are you passionate about creating high quality content? If so, akoyaGO is looking for a content creator to join our team. You will be responsible for developing content of all kinds; from copy to technical documentation and video with supporting graphics to support our goal of creating the best customer experience through high quality, informative content. This position requires an individual who is willing to jump in and learn the full aspects of our foundation management software. The ideal candidate enjoys working on small integrated teams, can build strong working relationships, and thrives while tackling technical challenges across several platforms. You need to be self-motivated, adaptable to rapid change, and thrive in a fast-paced environment.

### Responsibilities

- Present complex ideas, concepts, and tasks to diverse audiences
- Write, edit, and organize technical documentation, procedures, and manuals
- Complete writing, video and graphic projects while following content requirements in terms of style and specifications
- Maintain a comprehensive library of technical terminology and documentation
- Analyze documents to maintain continuity of style and content
- Ensure cross-team collaboration by working with others to identify top priorities
- Ensure continuity of message between both internal and external audiences

### Qualifications and Skills

- Bachelor's degree in English, communications, or related field preferred
- 2+ years of professional experience writing and editing content
- Excellent written and verbal communication skills
- Experience with MS Office, Canva, basic video editing software, and MailChimp a plus
- 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, and vision
- Life, AD&D, and disability
- Simple IRA (up to 3% company match)
- Paid time off; nine paid holidays

### Application

Email resume, cover letter, and writing sample to Mindy Hoenie, Recruitment Coordinator, [mindy@akoyaGO.com](mailto:mindy@akoyaGO.com). akoyaGO is based in Minneapolis, MN and our preference is for candidates to be located within proximity to headquarters, though consideration is given to highly qualified candidates who desire to work remotely.