



Project Manager Job Description

akoyaGO Overview

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 Overview

- 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 akoyaGO software)
- Manage internal projects (documentation, updates, testing, product development)
- Internal meetings, task prioritization, scheduling, time tracking
- This position requires some travel to client sites nationally

Requirements

- 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

Application

Email resume, cover letter, and writing sample to Mindy Hoenie, Recruitment Coordinator, 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.