



Project Manager, Client Implementation Team

Remote Available, MN, US

akoyaGO Overview

Dedicated to helping foundations achieve philanthropic goals through innovative technology, akoyaGO's experienced professionals deliver tailored solutions to diverse clients. Join our collaborative, innovative, and respectful community driving philanthropic tech innovation. Grow personally and professionally in an inclusive, creative environment, contributing to cutting-edge projects and making a global impact.

Project Manager Overview

The Project Manager will report directly to the Manager of Client Implementation. In this role, they will act as the main point of contact for clients throughout the implementation process, responsible for planning, scheduling, executing, and delivering. The Project Manager's ultimate responsibility is to ensure that project implementation goals are successfully achieved and that client requirements are met within the predefined timeline.

Responsibilities

- Define project goals, objectives, and scope of work in collaboration with client.
- Develop comprehensive project plans, including timelines, deliverables, and resource allocation.
- Implement database systems (design and implement systems, provide technical solutions).
- Monitor project progress, identify risks and issues, and implement timely mitigation measures.
- Coordinate and communicate with internal teams and clients to align project activities.
- Conduct training (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.).
- Manage internal projects (documentation, updates, testing, product development).
- This position requires travel to client sites nationally.

Qualifications

- Demonstrated proactive and self-starting approach with a track record of successful project management.
- Thrives in a fast-paced work environment.
- Possesses a high degree of organizational skills, individual initiative, and personal accountability, including meticulous attention to detail and adept multitasking abilities.
- Exhibits excellent communication and interpersonal skills, both verbal and written.
- Displays a strong commitment to achieving customer satisfaction.
- Proficiency in Microsoft Office suite is required, and familiarity with MS Dynamics 365 is a plus.
- Knowledge of basic non-profit accounting principles is advantageous; preference will be given to candidates with fund accounting experience.
- Familiarity with the grant-making process and procedures is desirable.

Compensation

We offer a competitive salary based on experience, plus a comprehensive benefit package, including:

- Medical/Dental/Vision coverage
- Life/AD&D/Disability insurance
- SIMPLE IRA with up to a 3% Company Match
- Paid Time Off, including nine paid holidays

Application

To apply, please submit your resume/CV to careers@akoyaGO.com and specify the position in the subject line.