



www.kelleynonprofitconsulting.com

Account Manager

Start Date: March 1, 2022 or sooner (flexible)

Status: Full-time; exempt

Compensation: \$50,000 - \$60,000, commensurate with experience; 10% raise after 120 days

Benefits: Generous PTO package; bonus policy

Location: Oregon resident/based in Oregon required. Headquartered in SE Portland, OR. Almost entirely remotely with infrequent in-person meetings required.

About the Organization

Kelley Nonprofit Consulting (Kelley NPC) elevates the impact of nonprofits and public agencies. Kelley NPC works with family and public grantmaking foundations, community nonprofits, municipal funding programs, sovereign Tribal entities, statewide and regional nonprofits, and more to help them achieve their big, bold visions.

Since 2006, Kelley NPC has worked alongside clients to tackle tough obstacles, realize new opportunities, and together build stronger organizations. It is our passion to strategically shepherd organizations to: prepare for successful expansion; grow and diversify income; develop strategic grantmaking programs; navigate complex projects across multiple partners, geographic areas, and external forces; launch new endeavors in response to community inequities; improve operational processes and protocols; and better measure and articulate impact. One of our most sought-after services is our ability to guide funding decisions – either by securing funding for community nonprofits or helping to strategically direct foundation and government grantmaking initiatives. Kelley NPC provides hands-on, high-quality support to make clients' most *ambitious* visions attainable.

A COBID-Certified Women's Business Enterprise, Kelley NPC works with many culturally specific organizations and upholds values of equity and justice as a non-negotiable part of the organization and its work. The missions of Kelley NPC's clients are also diverse and range from mental health to performing arts, and from workforce development to youth mentoring, and almost everything in between (economic development, environmental, animal welfare, civil liberties, and more).

Position Summary

Our work family continues to grow! Kelley NPC seeks a full-time Account Manager to join its growing company. We are a hard-working team with a fun but fast-paced and often heavy - but extremely rewarding - workload. The successful candidate will bring excellent and dynamic writing skills, fundraising experience, and an ability to manage multiple complex projects and deadlines concurrently. Grant writing will be an integral part of this position, and an ideal candidate will be able to jump into grants with limited training.

Additionally, this person will offer direct experience with broad nonprofit fund development activities and an eagerness to develop and deliver innovative strategies that further Kelley NPC's work.

At Kelley NPC, an Account Manager is responsible for a portfolio of 2-5 clients whose work the Account Manager leads, typically with support - as needed from the owner and other team members. As Account Manager, you will, for clients in your portfolio: maintain a calendar of funding deadlines of all types (sponsor, foundation grant, contract, federal grant, etc.); work in tandem with the client to outline a funding strategy; spearhead the writing,

edit and submit all funding requests; manage funding reports and best practices for funder stewardship; work alongside clients to support other fund development needs as identified (support for individual giving campaigns, identifying and vetting new sources of support); and work with other Kelley NPC team members to offer other supports such as impact measurement, messaging and communications, board development and more as needed to portfolio clients.

While this position will report to Kelley NPC's Owner, the Account Manager will be expected to work independently and remotely a majority of the time while maintaining availability and responsiveness during regular business hours (9am to 5pm). Eventually, this position will also be responsible for managing an Account Associate.

For a go-getter, scrappy and proactive person dedicated to high-quality work, this position offers an opportunity for swift and intensive professional growth and additional training regarding fund development strategies, contract and grants management (both grantmaking and grant seeking), strategic planning, impact evaluation, capacity building for nonprofits, and other services and specialties.

We take care of our clients, we take care of our team, and together we set the standard for consultant work.

This position is eligible for a 10% raise after 120 days, pending basic performance qualifications met.

Essential Duties

Fundraising Support for Clients (65%)

- In partnership with the owner and other staff, provide direct client support to several nonprofits. This includes, but is not limited to: communicating identified funding opportunities; managing timelines for grants, contract and sponsorship requests; and developing and submitting all aspects of funding requests (research, writing, editing, submitting, managing award, and more).
- Develop materials such as corporate sponsorship packets, program one-pagers, social media guides or other items to strengthen our clients' fund development efforts.
- Attend meetings with clients and occasional client-based events as needed.
- As requested, represent clients at funding information sessions organized by government entities, corporate sponsors, and foundation funders.
- Research and vet new funding opportunities for a diverse portfolio of nonprofits.
- Conduct research to be used in a variety of supportive and persuasive ways.

Capacity Building for Clients (25%)

- In partnership with the owner and other Kelley NPC team members, develop custom evaluation and outcome measurement tools for clients based on best practices and if and as needed.
- Support the owner and other team members with a variety of tasks related to client capacity building efforts such as visioning and strategic planning, brand development, new program planning, board development, and strengthening internal fund development processes and practices.

Internal Administrative Duties (10%)

- Update client fund management logs (tracks grants, contracts, corporate giving and more).
- Edit an array of documents for errors in typing, spelling, syntax and form.
- Organize and update Kelley NPC's client and funder files.
- Schedule meetings; attend various information gathering webinars, trainings and more related to specific resources.

- Data entry and recordkeeping tasks (this will vary depending on the project and the client).
- Provide general administrative support for Account Directors and Owner as needed and assigned.
- Attend professional development opportunities and trainings as necessary.

Please note the above lists are not exhaustive.

Qualifications

Required Qualifications

- A passion for supporting a diversity of nonprofit missions.
- Fund development experience.
- Successful grant writing experience.
- Knowledge of nonprofit impact evaluation tools and concepts.
- Ability to organize and prioritize multiple complex projects.
- Superb written and verbal communication skills (writing samples will be requested as part of the interview process).
- Excellent persuasive writing skills.
- Excellent people skills – warmth, empathy and a desire to genuinely help our under-resourced nonprofits.
- Ability to identify and use resources creatively and proactively.
- Ability to use time efficiently and purposefully.
- Proficient in Microsoft Office, Adobe Acrobat, etc.
- Excellent computer and technological skills - tech literate in a variety of platforms.
- Ability to work a flexible schedule that will include some evenings and weekends during the occasional heavy deadline time period.
- Ability to attend meetings in and around Oregon (statewide) and SW Washington (subject to COVID-19 related safety measures).

Preferred Qualifications

- Resident of a rural Oregon community.
- Bilingual.
- Experience with community-based and entrepreneur-based economic development.
- Experience working with culturally-specific organizations.
- Experience with project management and collaboration software.
- Experience writing and managing federal grants.
- Familiarity with many of Oregon's philanthropic organizations.

The ideal candidate will have:

- A willingness to learn.
- A genuine kindness.
- A deep understanding of intersectionality and historical and current inequities.
- A humble understanding that our work is behind the scenes to elevate nonprofits and resource providers; the spotlight is on them, not us.
- An appreciation for nuance.
- The ability to remain accountable, honest, and transparent.
- A respect for the hard work of nonprofits.
- A dedication to maintaining Kelley NPC's high standards.

Workplace Culture

Kelley NPC is currently a bustling team of 6 employees (5 full-time and 1 part-time) and several regular contractors. We are excited to continue building our team. Kelley NPC team members work remotely—a pre-COVID-19 standard, and one we will continue into the foreseeable future. While we value our autonomy and ability to work independently, we still work interconnectedly to meet our clients' needs and bring projects (especially the big ones!) across the finish line.

Kelley NPC's workplace culture is notably flexible, with employees of all backgrounds and experience levels having the opportunity to work across various areas of expertise, including fund development, branding and marketing, client stewardship, strategic planning, and more. Kelley NPC values hands-on learning and makes a robust effort to provide professional development opportunities to all employees, including investing a significant amount of time providing internal trainings and development opportunities, and paying for external courses and curriculum.

Our current employees are eager to let you know... "One of the main things I like about working at Kelley NPC is the level of trust the staff have for each other. I feel trusted to get the job done, while also having a network of expertise I can rely on that makes me feel secure I can deliver for the clients in my portfolio."

"Working at Kelley NPC is unlike any job I have had in the past! I am afforded a high degree of independence and flexibility, yet I am still challenged and supported each day. From grants to strategic planning to website building, I love the huge variety of projects I have the opportunity to support. It is also exciting and rewarding to work for a women-owned small business while making a measurable impact on my community."

Commitment to Diversity

As an equal opportunity employer committed to meeting the needs of a multigenerational and multicultural workforce, Kelley NPC recognizes that a team of diverse staff and contractors is an integral and welcome part of a successful and ethical business. We hire employees and work with contractors regardless of race, color, religion, age, national origin, gender, gender identity, sexual orientation, or disability, and actively foster inclusion in all forms both within our company and across interactions with clients, contractors, peer agencies, resource providers and partners.

So, what are we actually doing about it? For our hiring, we have removed all higher education requirements and, as always, are valuing work experience and skills; asking for candidates to apply using initials only so our first screening is unbiased; and proactively marketing the position through culturally-specific partners and via community-based publications.

We value your time and ours, that is why we commit to a 3-week (or less) interview process to expedite hiring.

Thank you for your interest!

To apply, please complete this form and use your first name initial and last name initial only (do not include full name). Through this form, please also submit a resume or equivalent that details work, volunteer and community work history; and cover letter (both saved as individual PDFs). Access the form through this link: <https://podio.com/webforms/27169817/2088209>. You may also submit 1-2 writing samples if desired (optional). Applications will be reviewed on a rolling first come, first served basis.

Only candidates who apply using this link will be considered.