



Company: Sidekick Solutions

Job Title: Consultant

Location: Remote/Virtual

Employment Status: Full Time or Part Time

Who is Sidekick Solutions?

Sidekick Solutions is an independent software consulting firm, specializing in Blackbaud® eTapestry® donor management software and Social Solutions Apricot™ case management software. We help nonprofit organizations set up, streamline, and make the most of their software with a range of professional services for implementation, reporting, consulting, data migration, system integration, and database audit/cleanup. We believe software can help our clients do better work with less effort, so we offer products and services that make our client's software systems easier to use and more capable.

Job Description / Responsibilities

We are seeking a motivated individual and willing learner to help our team manage and deliver client projects. This position designs and executes projects based on a defined scope of work and is responsible for client satisfaction, project goals, and project budgets. The role is a mixture of project manager, solutions specialist, systems analyst/designer, and database administrator. The ideal candidate has the soft skills to organize projects and engage clients with a high level of customer service along with the ability to complete the technical work required in a project's deliverables—including imports, report development, database builds, and more. The ideal candidate is also curious about how things work and is able to think through and design solutions based on complex assumptions or conditions. This position also works on marketing, sales, and business development along with other duties as assigned.

Skills / Qualifications

- Database experience required, experience with Apricot™ or eTapestry® preferred
- Proficiency in Excel required with emphasis on large data file manipulation and reporting
- Outstanding written and verbal communication skills with aptitude for customer service
- Strong project management and organizational skills; prior project experience preferred
- Independently motivated to get work done with high standards and an attention to detail
- Nonprofit experience preferred

Work Environment

- Work from home or co-working office (remote), wherever is best for you
- Frequent 1-on-1 engagements with clients via email, phone, and virtual meeting
- Flexible work schedule with responsibility for monthly production-based goals
- Reports to owner of company and collaborates frequently with other team members
- Project ownership with autonomy to make decisions within company principles
- Access to team members via chat and video, plus weekly team meetings
- May require some client and team-related travel

Compensation / Benefits

- Compensation dependent on experience and employment status
- Starting salary \$52,200-\$60,400 (part time is proportional to work schedule)
- Performance-based bonuses and clear promotion track
- Reimbursement for your technology and office costs
- Company-sponsored professional development and training

To Apply

Email your cover letter and resume to jeff@sidekicksolutionsllc.com.