

Operations Manager, Keri McDonald Consulting, LLC

Send resume and cover letter for this position to Keri McDonald at clients@kerimcdonald.com. To learn more about our work, visit www.kerimcdonald.com.

We specialize in grant writing and strategic communications for non-profit organizations. We are looking for a candidate to lead our workflow, ensuring we serve our client's unique needs well. The Operations Manager is a remote, part-time (15-20 hours weekly), hourly position paying \$30-\$40 per hour, depending on experience.

At KMC, LLC, we value a diversity of backgrounds and experiences, knowing that these enrich our work. While this position will support our grant work, you do not need grant writing experience to apply.

The Operations Manager will:

- Support the President, Keri McDonald, in developing efficient operations for our grant clients.
- Assist the three Grant Associates in setting up grant application templates and information gathering so they can complete the grants from start to finish.
- Create process flow for all grant assignments using ClickUp (project management software).
- Manage grant calendars in Instrumentl (grant research software) for clients.
- Prepare Keri for client meetings using updated data from the grant calendars.

Preferred Candidates will:

- Be able to work independently but have some availability from 9 a.m. to 5 p.m. CST, Monday-Friday.
- Have a high level of proficiency in using the Microsoft Office suite, Gsuite, and cloud-based organization, including One Drive/SharePoint and Google Drive.
- Be experienced in project management software such as ClickUp or Asana.
- Have a background that aligns with the operations and administration of a small consulting firm.
- Enjoy being a problem solver and changemaker.
- Be adept and excited about harnessing new technologies to make KMC, LLC more efficient and effective.