

Consulting Team Member – Database Consultant Job Description

Bromelkamp Company's mission is to foster the work of grant makers and community leaders through technology and advice that enables effectiveness and innovation. Our vision is that our clients are free to focus on the mission of their own organizations because of us.

Job Definition:

Revenue Work 60%:

- provide technical support (troubleshoot problems, instruct clients in use of Bromelkamp Co. LLC software)
- implement projects (design and implement systems, provide technical solutions, convert data)
- conduct trainings (in groups/one-on-one/at Bromelkamp Academy/webinars)

Non-Revenue Work (for clients) 20%:

- manage client projects (confirm project definitions, provide estimates and timelines, and manage to those commitments)
- manage client relationships (answer administrative questions, set expectations, suggest improvements, identify opportunities for training, new products, etc.)

Internal Projects 5%:

- manage internal projects (documentation, update testing, product development etc.)

Administrative 15%:

- meetings, strategic planning, prioritization, scheduling, etc.

Compensation

An overall compensation package will be determined based upon experience within the range of \$58,000 to \$80,000. This includes a salary of \$37,000 to \$56,000 plus an excellent benefit package: fully paid health insurance for you and your dependents; Health Reimbursement Arrangement (HRA); fifteen days paid leave (includes vacation and sick time - plus an additional day for each year you are with the company); hour-for-hour 'comp' time; life & short term and long term disability insurance; day care flexible spending account (up to \$5,000 allowable max annually); tuition reimbursement (up to \$5,280 allowable max annually); bus passes; bonus plan; 100% charitable contribution matches; and 'dollars for doing' matches. After one year of employment you are eligible for an IRA-SEP pension plan, which has historically been an additional 25% of your gross salary deposited tax free in your retirement account.

Applications

Find out more about our company at www.bromelkamp.com. Then, please send resume with cover letter outlining both your relevant experience and the reasons for your interest in this position to: Terri Joski-Lang, Vice President (Terri@bromelkamp.com). Resumes without cover letters will not be considered.

Qualifications

Experience with and an understanding of MS Windows, and MS Office Professional; MS Dynamics, Intacct/Sage Accounting preferred. Understanding of the grant making process, basic lending and/or non-profit accounting principles and procedures is also desirable. This position requires travel to client sites nationally (4-6 trips per year; average length 3 days). The ideal candidate must thrive in a fast-paced environment, possess excellent communication skills, both oral and written, and strong desire to obtain customer satisfaction.

Bromelkamp Company is based in Minneapolis, MN; our preference is for this candidate to be located within close proximity to the headquarters. Consideration may be given to those highly qualified candidates who desire to work remotely.

