



**Project Coordinator
Opportunity Guide
Spring 2022**
www.kees2success.com

KEES builds diverse teams with dynamic leaders in the nonprofit and public sectors.

KEES offers a full array of executive search and consulting services including leadership development, interim staffing, and HR support. Our team of experts is noted for inclusivity, thoroughness, and service excellence. Because we know the importance of leadership and staffing, each of our consultants has served as a nonprofit staff leader, board member, and/or key volunteer. This experience, coupled with extensive training and years of consulting, gives our team the expertise and strategic ability to deliver our services to all segments of the nonprofit sector, including, but not limited to, community-based service agencies, human serving enterprises, faith-focused institutions, associations, foundations, health care entities/FQHC's, arts/culture organizations, education institutions, and senior living/aging communities.



outdoor summer meeting

Commitment to Equity, Diversity, and Inclusion

Conducting business through a lens of our commitment to diversity is always a priority for our team, and one we take very seriously. KEES has worked with a wide variety of organizational missions, and we pride ourselves on tailoring our processes to each client's individual needs.

We begin each partnership with a deliberate conversation about diversity, equity, and inclusion. These values originated and grew from our founding firm which held Diversity in its core seven values. Over the years we have intentionally sought diverse team members and clients, and we inclusively serve all types of missions and organizations. Candidates who bring diversity in career stage, perspective, abilities, or other expressions of the human experience and represent the diversity of the public and nonprofit sectors are encouraged to apply.

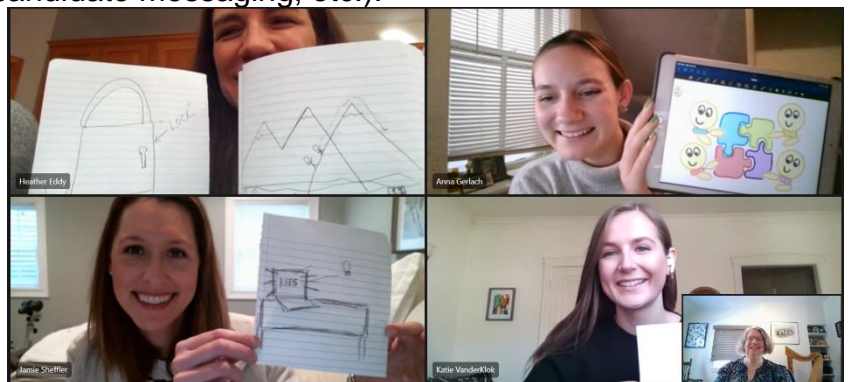
More on KEES commitment can be found [here](#).

THE OPPORTUNITY: Project Coordinator

As an integral member of the team, the Project Coordinator provides support to both client service work as well as marketing/sales for the firm. This internal role is critical to supporting our team of Project Managers, Consultants, and Vice Presidents. The Project Coordinator supports team operations and ensures projects timelines are moving forward. Success will be achieved and evaluated by progress and accomplishment in the following areas:

Project and Client Service Management

- Work closely and proactively with team members at all levels to anticipate and execute tasks critical to high-quality service and deliverables.
- Facilitate professional and expedient communication among and between the KEES service team, clients, and candidates.
- Serve as an editor of materials such as job descriptions, presentations, work plans, timelines, reports, and other related items.
- Schedule appointments (clients and candidates) for team members as needed to move projects along using Bookings.com, FindTime, and Outlook calendars.
- Proactively manage parts of the search process, as assigned, including ensuring a smooth launch/kickoff to the client project, preparing job descriptions/performance expectations, drafting plans, timelines, and reports, and utilizing our online Applicant Tracking System (ATS) and CRM (Zoho).
- Implement defined steps when new client project begins, including creating folders/sites using SharePoint and Teams, creating initial tools/templates, and creating initial documents to support project launch.
- Place, track, and expense job advertisements and maximize resources provided by vendors (i.e., resume search, candidate messaging, etc.).
- Support the candidate outreach process for each search, including conducting research on candidates and social media outreach.
- Draft regular communications (weekly/biweekly) to clients on the status of the project and upcoming timeline/needs.
- Coordinate travel and logistics for client and firm meetings, including travel for candidates being presented.
- Facilitate process of developing Candidate Interview Books which are used to present/showcase finalists to the client for their interviews.
- Facilitate search closing steps, including references, background checking, CRM updates, posting and announcements, final reports, document management, and file maintenance.



- Track candidates placed by KEES, including titles, hiring manager, salary ranges, dates, etc. Ensure calendar reminders are set to follow up with the candidate and hiring manager on a quarterly basis for check ins and anniversary celebrations.

General Expectations / Miscellaneous

- Participate in the process of developing/refining materials that support all lines of client service.
- Remain up to date about developments in the nonprofit sector and engage in networking and outreach in groups and professional associations as appropriate.
- Manage internal team functions such as work planning and scheduling.
- Understand and execute, with independence, special projects as assigned by senior members on the team, including proposals or marketing initiatives, supporting other consulting projects, research, etc.
- Process and submit general operational expenses monthly via the firm’s online expense tool and provide backup to client expense submission when needed.
- Conduct research, draft articles or position papers, and develop new tools or services to meet client needs.
- Scrutinize documents via proofreading to ensure excellent grammar, syntax, and style to represent the brand of the firm.



Team training session

THE QUALIFIED CANDIDATE:

KEES seeks an energetic leader with a commitment to the nonprofit and/or public sectors who can multi-task and advance multiple project priorities and engage with multiple stakeholders daily. This role will require a spirit that supports the growth of the whole firm, as well as its individual service lines. Growth for this position will be defined by mastery of the performance expectations, superior client service, and ability to help the firm grow and expand its client and market share.

The Project Coordinator will be a collaborative and dynamic professional with a natural curiosity to learn and a passion to help others grow and develop. The Project Coordinator will be a skilled, intuitive multitasker who thrives in a fast-paced environment, advancing multiple priorities and engaging with multiple stakeholders daily. Preferred qualifications include those below, unless noted as required.

- Customer-service mindset (externally and internally) to serve clients and team members with dexterity, confidence, and zeal.
- Self-starter and quick worker with ability to work and think independently, as well as initiate and follow-through on projects.



- Ability to focus on and track details of many projects simultaneously, considering both set deadlines and unanticipated last-minute needs.
- Excellent critical thinking and listening skills.
- Work experience with nonprofit organizations, consulting firms, and/or human resource departments.
- Effectively manage relationships with diverse people, including client, staff, and high-level volunteers, exuding and creating confidence with all audiences.
- Discretionary style to maintain strict confidential information related to candidates, personnel, and business matters.
- Demonstrated ability to produce high-quality documents effectively, efficiently, and on time, such as letters, reports, materials, etc.
- Professional experience demonstrating effective and articulate verbal and written communication with editorial abilities.
- Excellent command of Microsoft Office Programs such as Word, Outlook, Excel, Teams, and PowerPoint. Skill testing may be administered. Ideal knowledge of WordPress and survey tools is helpful.
- Ability to navigate the internet to conduct research.
- Professional appearance for office setting and/or client meetings.
- Home office setup that allows for privacy and a professional presentation when conducting online meetings. High speed internet required. Computer and monitory provided.
- Ability to learn CRM, online databases, online survey tools, and social media platforms.
- Knowledgeable social media user with understanding of popular social media platforms, trends and digital communications strategies
- Valid driver's license and ability to get to meetings that may not be on public transportation routes.
- Illinois resident who resides in the greater Chicago area with ease of access to city and suburban locations; southwest or western suburbs preferred for proximity to KEES business office.
- COVID-19 vaccination is required due to our work with clients, most of whom also require vaccination.
- Bachelor's degree or equivalent experience.



Team event pre-pandemic



To Apply: Click the [Apply Now](#) button below to complete the KEES online application and thereon submit a cover letter and resume. To assure confidential tracking of all applicants, **no applications will be accepted via email.**

[Apply Now](#)

KEES offers a competitive salary with a strong benefit plan, including health, dental, and life insurance, 401(k) with automatic contribution, paid time off and holidays, a total compensation package above what a typical small business can offer. KEES is an Illinois business and can only employ individuals living in Illinois.

ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

KEES is an equal opportunity employer and does not discriminate based on race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

Questions may be addressed to inquiries@kees2success.com.

[MORE about KEES](#)

KEES was founded in 2013 as an expansion of Alford Executive Search, which began in 2000 as a part of The Alford Group. KEES co-founder Heather Eddy was a key leader at The Alford Group and Alford Executive Search from 1996-2013 and now serves as President and CEO of KEES. Heather Eddy and co-founder Remo Kistner established KEES to expand the firm's services beyond Executive Search, thereby supporting nonprofits and public entities more effectively in various capacities.

In 2021 KEES celebrated eight successful years as a stand-alone, woman-owned small

business. Building on a strong foundation from our first 8+ years, we maintained a deep commitment to our clients and employees during the pandemic. Although business slowed, KEES continued its commitment to our staff. Looking back, 2020 gave us the opportunity to examine processes / systems and create better efficiencies to serve clients and partners more effectively. Going forward, 2022 is off to a strong start and we



are poised to enter our 10th year ready to grow and expand to the markets that need our services most.

KEES has been a virtual company since 2013. The 2020 start of the pandemic challenged us to help our clients adapt while also building stronger meeting and communication capabilities internally. All KEES employees work remotely, and equipment is provided for full-time roles. It is expected that the Project Coordinator will be able to work in a variety of locations (home office, group meeting spaces, public spaces, etc.). The Project Coordinator will need regular access to a secure and quiet location (aka home office) with a closed door for private video meetings with clients, candidates, stakeholders, and team members. A solid and reliable internet capable of running 2-3 programs during a video call is required. General business hours are Monday through Friday, 8am – 5pm; however, it is common that client meetings occur outside those hours due to the nature of the nonprofit industry and geographic location of our clients. Availability to work occasional nights and weekends is required.

