



# Grant Manager Consultant

## About Serve the World

Serve the World helps students and families experiencing homelessness and housing instability move toward long-term stability through case management, resource navigation, and community partnerships.

## Position Summary

The Grant Manager Consultant provides grant research, development, reporting, compliance, and funding support services in collaboration with organizational leadership, staff, and community partners to strengthen funding opportunities and organizational sustainability.

## Primary Responsibilities

### Grant Development

- Research and identify grant opportunities aligned with organizational priorities.
- Support grant applications, proposals, and supporting documentation.
- Maintain a grants calendar and funding pipeline.
- Monitor funding trends and communicate funding opportunities to organizational leadership.

### Grant Compliance & Reporting

- Track grant requirements, deadlines, budgets, and deliverables.
- Prepare and submit grant reports and supporting documentation.
- Maintain grant files and records.
- Ensure compliance with grant agreements and funder requirements.

### Data & Financial Coordination

- Collaborate with program staff to collect program data and outcomes.
- Assist with grant budgets and expenditure tracking.
- Support outcome reporting and impact measurement.
- Identify and communicate compliance concerns.

### Funder & Organizational Support

- Support funder communications, site visits, and reporting requests.
- Collaborate with staff, accounting partners, and external consultants.
- Contribute to funding strategy discussions and organizational sustainability efforts.
- Provide additional grant-related support services as needed.

## Qualifications

- Bachelor's degree preferred.
- Experience in grant writing, grant management, nonprofit administration, or a related field.
- Grant writing or grant management certification preferred.
- Strong written communication and organizational skills.
- Ability to manage multiple deadlines and projects.
- Experience working with budgets, data, and reporting systems preferred.

## Work Schedule, Environment & Compensation

- Independent contractor engagement with a flexible schedule based on organizational needs and grant deadlines
- Compensation of \$1,000 per month through December 2026
- Not eligible for employee benefits
- Reasonable reimbursement for pre-approved organizational expenses



## How to Apply

Please submit a resume and cover letter to [hire@servetheworldkc.org](mailto:hire@servetheworldkc.org) with the subject line: **Grant Manager Consultant – Last Name.**