



## **Grant Consultant Position Description**

Maneval Consulting seeks an experienced grant writer and project manager to join our team. This is an excellent opportunity for freelancers or seasoned professionals with a flexible schedule. We seek a knowledgeable, adaptable, and industrious candidate prepared to serve clients of all sizes and stages of growth. Bonus points if you're interested in facilitating practices that align with the values of Community Centric Fundraising or other equitable models of fund development.

The Grant Consultant will maintain a portfolio of **1-3 nonprofit clients** with varying expectations of grant deliverables, including but not limited to:

- Leading client engagement through regular meetings,
- Project management,
- grant research,
- calendar development and management,
- application support for **public and private grant applications**,
- funder relationship coaching,
- and reporting.

This is a remote position with occasional travel for client and company meetings. The Grant Consultant must be able to make themselves available for client and agency meetings Monday-Friday, 9:00 a.m.-5:00 p.m. Other work hours, such as those dedicated to research, writing, and finalizing deliverables, are at the contractor's discretion.

Maneval Consulting's contractors enjoy these **snazzy perks**.

- No need to perform sales; all clients are sourced by Maneval Consulting's President and Vice President.
- A dedicated desk at The Grotto in York City.
- Foundation Center Online subscription.

- Access to a team of writers for client assistance and project support.
- Overhead and administration of contracts, legalities, compliance, invoicing, and communications are handled by the President and Vice President.

### **Compensation**

Contractors are compensated at either 50% for retainer contracts or \$50/hour, dependent on the terms of the contract. Pay is determined based on the deliverable and the value of the work, not commensurate with experience. All Maneval Consulting contracts begin at the same rate. This is a best practice to ensure pay equity and is non-negotiable.

### **About Maneval Consulting**

The Maneval Consulting team brings experience in a variety of nonprofit sectors, including philanthropy, education, human services, the arts, health, animal welfare, and community development. As one, we have worked with dozens of nonprofits across the state of Pennsylvania and nationally — as far west as Utah.

One of the standout features of our approach is flexibility. Nonprofit leaders face challenges on every front. As your support, we acknowledge the importance of customized services and adaptability. Our team is nimble, organized, and prepared to roll up our sleeves and get to work. We come alongside our clients to meet them where they are, providing tools and resources to navigate their organization to where they want it to be.

Our approach includes four core values (1) creative problem solving, (2) listening, (3) communication, and (4) capacity building.

### **Application Process**

To apply, please send a cover letter outlining why you are interested in the position and your resume to [heather@manevalconsulting.com](mailto:heather@manevalconsulting.com). Applications are accepted on a rolling basis until we are able to meet the growing needs of our clients.