



Who is Charitable Ventures?

Charitable Ventures was created to help nonprofits remain resilient, effective and empowered. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for helping nonprofits tell their story to secure the funding they need to succeed?

If so, your passions aligned are with the Charitable Ventures mission.

What are we looking for in our next Grant Services team member?

Do you enjoy and have experience writing, editing, and storytelling about non-profit programs that benefit our communities?

Do you have grant project management experience and are you able to handle multiple projects simultaneously?

Do you enjoy being in a fast-paced environment working with an extensive list of clients that will help your professional development?

Does contributing your expertise to support critical nonprofits sound rewarding?

Are you ready to work with like-minded people?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures!

And we would love to explore it with you!

Grants Consultant

Job Summary

Our Grants Consultant provides grant research, writing, editing, and project management services to a select group of Charitable Ventures grant clients, and is responsible for production planning, account management, writer assignments, and internal process improvements for those specific clients. As a Grants Consultant, you will collaborate with our Grants Manager about client activity to ensure that grant applications are completed within prescribed time frames and funding parameters. The Grants Consultant also provides feedback and support to the larger client services team regarding project development initiatives and CV's own grant strategy, in addition to attending internal staff trainings.



Education/Experience Requirements

Education:

- Bachelor's degree required; advanced degree preferred

Experience:

- Three (3) years of grant management and writing experience in the nonprofit sector required; four (4) years preferred
- Experience interacting with and supporting multiple clients
- Collegial, collaborative work style required
- Supervisory or project/team leadership experience desirable

Compensation \$28- \$31 per hour

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- Part-time employees (29 hours per week or less): paid sick leave

But the most rewarding benefit is your ability to contribute to strengthening communities through strategic and practical collaboration.

If this job is not a right fit for you, maybe it is for a colleague, friend or neighbor. Please pass it along.

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through your commitment to equity,



economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.