



## GRANT RESEARCH ASSOCIATE PART-TIME REMOTE

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Diversify Management, LLC seeks to hire a Part-Time Grant Research Associate for our growing firm. The Grant Research Associate is a critical position providing grant management support for our clients across the US nationwide. The Grant Research Associate will be responsible for managing the grant research process, liaising between Diversify Management, LLC management team, the grantee organization, and responding pragmatically to unanticipated issues. We are seeking someone who is interested in effective philanthropy, with excellent attention to detail, organizational and communication skills. This is a great opportunity for an individual seeking a career in philanthropy, with the potential for growth and advancement.

### **About Diversify Management, LLC**

Founded in 2015 by Yvette Winstead-Hampton, Diversify Management, LLC is a privately-owned Christian based nonprofit development consultant firm where in our specialized areas we address strategic plan of action that includes, startup, team development, organizational, operational, marketing, raising money, financial management, filing annual reports, grant writing and research.

We are driven by passion and pride ourselves on the giving everlasting results to nonprofits.

For more information, please visit our website: [www.diversifymgmt.biz](http://www.diversifymgmt.biz)

### **Duties/Responsibilities:**

- Administer and manage the grants process for clients including updating grant information in the management database, generating grantee letters, tracking payment and progress report schedules, and corresponding with grantees.
- Maintain proactive communications with management staff and grantees
- Generate reports for clients
- Support members of Diversify Management, LLC client teams for grants and grantee-related questions
- Take on other support roles as needed

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with the proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

### **Education and Experience:**

- Entry Level Paid Internship.
- Ability to work independently.
- Excellent verbal and written communication skills.



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### **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.

### **Electronic Requirements:**

- Company will provide laptop

### **Application Instructions:**

Please email the following to Yvette Hampton at [yhampton@diversifymgmt.biz](mailto:yhampton@diversifymgmt.biz) with "Grant Associate Position" in the subject line:

- Resume
- List of three references

Applicants will be contacted directly to schedule an interview. **Please do not call Diversify Management, LLC office.**

Diversify Management, LLC is an equal opportunity employer.