



Job Description for Grants Manager - Part Time

About the org: KickOff Solutions is a nonprofit platform supporting tribal & slum girls across a dozen Indian states and Mali - Africa through sports-based scholarships, change-maker skill building programs, tech infrastructure access, national/international exposure, and career mentoring support. We hope to empower a few hundred underprivileged girl leaders as future change-makers and role models, and develop relatable hero stories featuring real underprivileged girls to provoke community level dialogues challenging discriminatory gender norms.

About the Role: Through a specialized grants application management function, we wish to streamline grants sourcing & writing for efficiency & excellence across sending timely & high quality proposals to relevant international foundations, applying for 40+ grants in a year.

If you've got solid experience in grant writing, have worked with international-level funders or nonprofit orgs that are associated with girl-child development or developing girl leaders, and are passionate about joining a social impact movement for empowering girl leaders through sport, get in touch. We'd love to hear your story, and discuss if/how you could join us.

Type of Engagement & Remuneration

- A commitment of 15 hours/week
- A yearly retainership consulting contract to be initiated after a 6-month observation period
- A flat fee of INR 15,000 per month for the first 6 months of observation
- On confirmation after 6 months, this would be adjusted to INR 20,000 per month
- A yearly increment of 15% from year-2, subject to performance-based revision of the contract

Note: The contract may be terminated by either party with a notice period of one month. A severance pay of 3 months would be offered in case the contract has to be terminated by the org despite the consultant's good performance.

Job Responsibilities

Billing of a weekly 15 hours time split, with flexibility allowed to the consultant on how to spread it:

- 2 hours for **grant sourcing/identification**
- 1 hour for meeting girls/partner leads to **gathering context**
- 9 hours for research-based **grant writing**
- 2 hours for any grant response **follow ups**
- 1 hour for **status updates** (0.5 hours to write + 0.5 hours to meet)

Eligibility Requirements

- Exceptional written & visual communication skills to be able to compose best-in-class grant applications linking the vision of the funders and the value offering of KickOff Solutions.
- 5+ years of development sector experience in grant writing, ideally with some exposure to reviewing grant proposals - preferably with international funders or leading national funders.
- Demonstrated ability & will around interacting with empathy with lesser privileged girls & their families to build understanding on the context of the beneficiaries and partner orgs.