



**QUEERSPACE collective**  
**Grant Consultant**

**Organization:** QUEERSPACE collective

**Position Title:** Grant Consultant

**Position Type:** Part-Time Contractor

**To apply:** Candidates should submit a resume, cover letter explaining why you would like to be considered for this position, and two writing samples of successful grant proposals you have authored to [hr@queerspacecollective.org](mailto:hr@queerspacecollective.org). Please include the position title in your email subject line.

**Applications due:** June 15, 2024. Interviews will be scheduled as applications are received. We recommend applying as soon as possible.

**Reports to:** Development and Communications Director

**Organizational Overview:**

QUEERSPACE collective works with LGBTQ+ youth, the broader LGBTQIA+ community and local organizations to create a strengthened support network and safer spaces for LGBTQIA+ youth. QUEERSPACE collective activities include: 1) supporting LGBTQIA+ youth through an intergenerational mentorship program focused on building healthy relationships, education and career pathing, increasing self-esteem and mental health 2) providing community events, resources, mentorship and support at a new LGBTQ+ youth center and other locations throughout MN, to increase a sense of belonging, cultural identity and pride and 3) providing LGBTQ+ inclusivity training and consulting to youth serving organizations to create space for LGBTQ+ to feel safe and empowered to be their true selves.

With recent funding from the Minnesota Humanities Center, we are poised to expand our capacity in grant writing and fundraising, ensuring our continued growth and impact. We are seeking an experienced and passionate Grant Consultant to join our team on a temporary contract. The Grant Consultant will play a critical role in enhancing our grant writing and fundraising efforts, working closely with our Development and Communications Director. This position involves conducting staff training on best practices for writing and reporting, reviewing and improving current grant materials, researching prospective funders, and assisting in the writing of grant proposals during peak periods.

**Responsibilities:**

- Work closely with the Development and Communications Director to align grant writing and fundraising strategies with the organization's mission and goals.
- Conduct comprehensive training sessions for staff, focusing on best practices in grant writing and effective fundraising techniques.
- Evaluate current grant-related materials and processes, identifying areas for improvement.
- Develop detailed recommendations for updating and enhancing grant writing materials and processes.
- Assist in preparing grant reports for funders, ensuring compliance with reporting requirements and deadlines.
- Develop and implement a robust system for managing grant reports and tracking progress, ensuring timely and accurate reporting.
- Identify and research prospective funders, including foundations, government agencies, and private donors, to diversify and expand funding opportunities.
- Provide hands-on support to staff in writing and submitting grant proposals, particularly during high-volume periods in the fall of 2024 and spring of 2025.

**Requirements:**

- Proven experience in grant writing and fundraising, preferably within the nonprofit sector.
- Demonstrated ability to secure funding from a variety of sources, including foundations and government agencies.
- Proven experience with federal and/or state grant management, including the tracking of financial and programmatic outcomes.
- Strong analytical and research skills with the ability to identify and evaluate prospective funding opportunities.
- Excellent interpersonal, oral and written communication skills
- Ability to work effectively with and relate to diverse populations
- Ability to work independently and as part of a collaborative team
- Commitment to QUEERSPACE collective's mission and values, with a strong understanding of LGBTQ+ issues and communities.

**Compensation:**

\$65-80 per hour for approximately 20 - 30 hours per month

**Location:**

QUEERSPACE collective offers a flexible work environment with this position based in Minneapolis, MN and virtual.

QUEERSPACE collective is an Equal Opportunity Employer and serves a diverse group of individuals with respect to race, ethnicity, gender identity, sexual orientation, socio-economic status, nationality, and religion. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals. [queerspacecollective.org](http://queerspacecollective.org)

***Disclaimer.*** *This job description is meant to describe the general nature and level of work to be performed in this job and is not intended to be inclusive of all the assigned functions, responsibilities, or aspects of the job. QUEERSPACE collective may at its sole discretion amend this job description at any time with or without notice.*