RevComm Consulting

# We Are Hiring!

# Job Description: Grants Prospector – Sept. 2026

- *Organization: RevComm Consulting*
- *Job Title: Grants Prospector (Contractor)*
- *Location: Remote / Flexible (Part-Time)*

## GET TO KNOW REVCOMM CONSULTING

RevComm Consulting is a passionate and growing woman-owned nonprofit consulting business that aims to **rev**olutionize **comm**unities through the power of philanthropy. Founded in 2017, RevComm Consulting specializes in empowering nonprofit organizations to expand their reach through strategic marketing, securing grant funding, enhancing organizational capacity, optimizing internal processes, and managing the 501(c)(3) start-up process. While a large majority of our clients are in the Southern California region, RevComm Consulting has supported agencies across the United States and *expanded internationally in 2025!* We pride ourselves on being "mission-agnostic", meaning our clients serve diverse backgrounds with focus areas ranging from mental and behavioral health to community development and racial justice.

## WHAT WE NEED

RevComm Consulting is seeking a part-time Grants Prospector (contractor) who is well-versed in the nonprofit sector and passionate about driving change in the community. The primary responsibility of this role is to conduct strategic funder research aligned with RevComm Consulting's nonprofit clients and identify funding opportunities that support their missions and programmatic priorities. This position will research private foundations, corporate philanthropy, and public funding opportunities and recommend viable prospects. The Grants Prospector will also support the management of RevComm Consulting's master grant submission calendar, helping ensure that deadlines and opportunities are tracked effectively across multiple clients.

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## WHO WE'RE LOOKIN' FOR!

### *Education:*

We at RevComm Consulting recognize that higher education is a privilege, and for that reason we exclude this as a requirement. If you're drawn to the role, passionate about making the world a better place, and feel like your experience can bring a lot to the table, we encourage you to apply.

### *Experience:*

This role is perfect for a variety of candidates – entry level, recent grads, active volunteers, consultants, retirees.

- Two years of experience in the nonprofit sector is required – this can be employment, an internship, board participation, or volunteerism. Ideally, you're well-versed in the field and have worked with nonprofits in some capacity.
- Three years of experience in office administration/project management is required (any industry/sector).
- One year of Grant Writing knowledge is required – no, you don't have to be a formal grant writer, but we are looking for someone who is familiar with grant writing in general, how nonprofits are funded by grantors, etc.
- Experience working remotely is required.

### *Core Competencies:*

- Strong project and time management skills.
- Excellent interpersonal communication skills: we grow by learning from each other and this team thrives off of providing feedback and asking questions.
- Highly organized with the ability to forecast and meet deadlines.
- Proficient in technology: because we work remotely, team members must be comfortable using/learning computer applications.

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## *Key Responsibilities:*

- Conduct comprehensive funder research aligned with the missions, programs, and geographic focus of RevComm Consulting clients.
- Identify and evaluate private, corporate, and public grant opportunities.
- Prepare funder prospect lists and profiles, including funding priorities, eligibility requirements, and application timelines.
- Recommend high-potential funding prospects that align with RevComm Consulting's clients fundraising strategies.
- Maintain and update the master grant submission calendar, ensuring deadlines and submission timelines are tracked across clients.
- Monitor new funding opportunities and alerts from foundations, government agencies, and corporate funders.
- Support the consulting team with grant prospecting reports and opportunity summaries.
- Organize research and prospect information within shared databases or tracking systems.

## *Qualifications:*

- Experience in the nonprofit sector, preferably grant research and/or development.
- Familiarity with foundation, corporate, and government grantmaking.
- Strong research and analytical skills with attention to detail.
- Ability to compile information and identify strategic funding opportunities.
- Strong organizational skills and ability to manage multiple deadlines.
- Experience using any type of grant research tools required (such as Foundation Directory, GrantStation); experience working with Instrumentl platform *preferred*.
- Proficiency with Excel/Google Sheets and project tracking tools.
- Ability to work independently in a remote, part-time consulting environment.

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*Compensation & Schedule:*

- Part-time, flexible schedule
- Approximately 5-10 hours per week
- Compensation: $18-$22 per hour

**DEADLINE TO APPLY IS TUESDAY, OCTOBER 15, 2026.**

To apply, please send your resume & cover letter to careers@revcommconsulting.com with subject line: "Grants Prospector Position with RevComm Consulting" and we will be in touch - thank you!

*RevComm Consulting is a proud Equal Opportunity Employer. Diversity and Inclusion is at the very root of our work and employment is based solely on an individual's qualifications directly related to the role.*

**LEARN MORE ABOUT OUR WORK, VISIT US AT:**
**WWW.REVCOMMCONSULTING.COM**