



Pathways to Resilience

Position: Contract & Grant Manager

Salary: Depending on Qualifications

Job Type: Contract (11 months)

Location: Houston, TX

Job Number: 2025-02

Department: Accounting

Division: Administration Services

Opening Date: 01/01/2025

Closing Date: 01/31/2025

Job Summary: We are seeking a highly organized and detail-oriented **Contract & Grant Manager** to join our team at Pathways to Resilience, LLC. The Contract & Grant Manager will oversee the preparation, negotiation, and administration of contracts and grants, ensuring compliance with legal, regulatory, and organizational requirements. This position plays a critical role in managing funding agreements and optimizing grant opportunities to support business growth.

Responsibilities:

- Develop, review, and negotiate contracts, grants, and related legal documents.
- Maintain a centralized system for tracking contracts, grants, and deliverables.
- Monitor compliance with grant terms, funding requirements, and reporting deadlines.
- Prepare and submit grant applications, renewals, and amendments.
- Collaborate with internal teams to develop budgets, scopes of work, and performance metrics.
- Ensure timely and accurate financial reporting and invoicing for grants and contracts.
- Conduct risk assessments and implement mitigation strategies.
- Provide training and guidance to staff on grant and contract management policies.
- Support audits, monitor expenditures, and ensure proper documentation.
- Stay updated on changes in grant regulations and funding opportunities.

Qualifications:

- Must reside in Houston Harris County, Texas or surrounding areas.
- Bachelor's degree in Business Administration, Finance, Legal Studies, or related field.
- 3+ years of experience in contract and grant management or a similar role.
- Proficiency in grant management software and Microsoft Office Suite.
- Strong knowledge of federal, state, and local funding regulations.
- Exceptional attention to detail, organizational, and analytical skills.
- Ability to manage multiple priorities and deadlines effectively.
- Excellent documentation and verbal communication skills.
- Reliable transportation and ability to work flexible hours, including evenings or weekends, as needed.



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Preferred Qualifications:

- Certified Grant Management Professional (CGMS) or related certification preferred.
- Experience managing federal and state grants, including compliance and reporting.
- Familiarity with nonprofit or LLC environments and funding mechanisms.

Benefits:

- Competitive salary based on experience.
- Professional development opportunities.
- Flexible hours.
- Work from home (temporarily).

How to Apply: Interested candidates should submit their resume, and a cover letter to contact@p2rconsulting.com. Please include " Contract & Grant Manager Application - [Your Name]" in the subject line.

Pathways to Resilience, LLC is an equal opportunity employer and values diversity in the workplace.