

WE'RE HIRING

Grants & Reporting Officer

The Grants & Reporting Officer will manage active grants, coordinate with internal departments to track deliverables, monitor grant budgets, and prepare interim and final reports for donors and funding partners. The role supports both ongoing grant compliance and new funding applications.

REQUIREMENTS

- Degree in Social Work, Development, Commerce, Management, or a related field
- 2-5 years of experience in grants management, reporting, or fundraising
- Strong written communication skills in English and proposal writing
- High level of organisational skills with the ability to manage multiple deadlines
- Working knowledge of budgeting, financial tracking, and donor compliance

RESPONSIBILITIES

- Monitor all active grants, including timelines, deliverables, and reporting
- Coordinate with departments to ensure timely completion of grant deliverables
- Track grant-wise expenditure and coordinate with the Finance team
- Prepare and submit accurate narrative and financial reports to donors
- Support preparation and submission of grant applications and concept notes

FACILITIES

- This is a full-time non-residential position located at KSV's campus
- Competitive salary and benefits depending on experience
- KSV is an equal-opportunity employer

INTERESTED

Before 21/02/26,
send your resume to:

resume@ksv.org.in



**Kalkeri
Sangeet
Vidyalaya**