



Interested in this role? Please contact: Jacob Arnold, jacob@grantedco.com

Title: Account Manager

Location: Bentonville, AR (On-site in the Ledger building in Downtown Bentonville)

Type: Full-time (Exempt)

Compensation: Salary

Range: \$70,000 - \$80,000

Paid Time Off: 120 hours + Paid Holidays

Benefits: Not currently offered

About GRANTED

GRANTED is a fast-growing consultancy that helps mission-driven organizations win grant funding and scale their impact. From community and economic development to emerging tech and education, we support nonprofits, governments, educational institutes, and private companies across the US, with an emphasis on Arkansas.

We're a tight-knit, collaborative team that blends big-4 strategies with grassroots impact. The environment is fast-paced and we set high expectations for ourselves, but the work is meaningful and the upside is real. We're building something big, and every hire matters.

Roles and Responsibilities

You'll serve as the primary relationship lead for a portfolio of clients—from kickoff to closeout. That means leading onboarding, scoping deliverables, setting timelines, and coordinating across internal researchers, writers, and subject-matter experts. You'll also conduct grant research, help build reports, and occasionally draft or edit proposal content.

This is not a traditional account management role. It's part relationship lead, part strategist, part project manager; with a side of grant research and AI-enabled problem solving. We know it's a unique mix, and that's intentional. We're looking for someone who thrives at the intersection of

communication, coordination, and critical thinking—and who's eager to make a positive impact on the future of Arkansas.

This is a full-time, in-person role based in downtown Bentonville, AR, with standard hours of 7:00 AM to 4:00 PM (or approx. 8:00 AM to 5:00 PM), Monday through Friday. While we maintain consistent in-office hours, we understand life happens; occasional late arrivals, early departures, or personal appointments are handled with trust and flexibility.

Client Onboarding

- Run discovery meetings to gather client information
- Set communications cadence and expectations
- Create task boards and organize shared files

Account Management

- Serve as the day-to-day contact across multiple client engagements
- Manage scopes, timelines, risks, and deliverables
- Track decisions, next steps, and key assumptions

Project Coordination

- Coordinate internal teams (research, writing, design, SME support)
- Traffic drafts and attachments for review and approval
- Maintain quality and compliance with funder and internal standards

Grant Support

- Conduct grant research using internal tools and external databases
- Prepare grant reports that summarize fit, eligibility, and key requirements
- Present findings clearly and help guide client decision-making
- Support grant writers with proposal strategy and development

Special Projects (ad-hoc)

- Business development initiatives
- Marketing content

Who We're Looking For

Required Competencies

- Strong communication skills; verbal, written, and client-facing
- Experience managing complex projects, ideally across multiple stakeholders
- Highly organized, self-directed, and proactive about timelines
- Fluency with tools like Google Workspace, Canva, and ChatGPT; You use AI not just to experiment, but to work smarter and move faster.
- Understanding of grants or a willingness to learn quickly
- Experience in consulting, client services, or account management preferred
- Writing or editing experience is a plus

- Located in Northwest Arkansas and able to be at the office M-F, 7-4/8-5
- Occasional travel to local clients/events

Bonus Competencies

- Enhanced skills in AI/LLM (ChatGPT or equivalent). The ability to use AI/LLM to draft emails, summarize documents, research, strategize, and more.
- Hands-on grants experience (e.g., packaging, narrative drafting, or compliance checks)
- Familiarity with federal/state programs (USDA, EDA, DOT, FEMA, HHS/NIH/CDC, VA) or regional funders in AR/OK/KS/MO