



Higher Ground Job Description

Position Title	Grants Manager
FLSA Status	Exempt
Reports To	Chief Development Officer
Compensation	\$62K - \$90K
Current as of	May 2025

Higher Ground USA, Inc. (HG) is a 501(c)(3) nonprofit dedicated to enhancing quality of life through therapeutic recreation and education for veterans, first responders, and individuals with disabilities. The Grants Manager plays a key role on the Development team, overseeing the cultivation, stewardship, and growth of HG's grants portfolio.

Core Responsibilities/Duties:

- Develop and execute strategies to grow HG's grant funding to support operations and programs.
- Identify, pursue, and secure funding from foundations, government, corporations, and community partners.
- Research funding trends and use tools (e.g., databases, AI) to source and evaluate new opportunities.
- Write and submit high-quality proposals, LOIs, and reports aligned with HG's mission and funder priorities.
- Maintain standardized grant materials and collaborate on budgets, impact data, and compliance.
- Track deadlines and coordinate with internal teams to ensure timely, accurate submissions and reporting.
- Cultivate funder relationships through outreach, communication, and stewardship.
- Support staff in understanding grant requirements and implementing funded programs effectively.
- Monitor progress of grant-funded initiatives and maintain organized records for compliance and planning.
- Uphold HG's mission and values in all work.

Preferred Skills/Abilities

- 3-5 years experience preferred, optimally working with a nonprofit organization in a grant writing role
- Bachelor's Degree preferred
- Exceptional written communication skills, with the ability to craft compelling, clear, and persuasive grant proposals and reports.
- Strong project management abilities, including managing multiple deadlines, coordinating across departments, and ensuring timely submissions.
- Proficiency with grant research and management platforms (e.g.,

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Instrumentl, Foundation Directory Online, Salesforce), including emerging tools such as AI-based sourcing systems.

- Strategic and analytical thinking, with the ability to assess funding trends, align proposals with organizational goals, and identify high-impact opportunities.
- Strong interpersonal and relationship-building skills, especially in cultivating and stewarding funders, partners, and key stakeholders.

Key Interfaces:

- Chief Executive Officer
- Chief Operations Officer
- Chief Development Officer (Direct Supervisor)
- Chief Financial Officer
- Director of Philanthropy
- All program and development staff members
- Partner Organizations
- Volunteers and all HG Stakeholders
- Board of Directors

Physical Requirements:

- Geographic Information: This position is ideally based in Ketchum, Idaho, with occasional travel to support programs or events in other locations; however, remote work may be considered for candidates with significant grant writing experience.
- Occasional travel and weekend work required
- Occasional attendance at evening and overnight program events
- Ability to lift up to 30 pounds of equipment and gear

Contact Info: To apply for this position, please submit a cover letter, resume and three references to both Connor and Kate in a single email.

Connor McGowan
Chief Operating Officer
Connor@highergroundusa.org

Kate Dobbie
Chief Development Officer
Kate@highergroundusa.org

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