



Higher Ground Job Description

Position Title	Grants and Communications Manager
FLSA Status	Exempt
Reports To	Chief Development Officer
Compensation	\$62,000 - \$90,000 DOE
Current as of	April 2026

Higher Ground USA, Inc. (HG) is a 501(c) 3 organization that provides innovative sports and Recreational Therapy programming to enhance the quality of life for our veteran and first responder community and our local population of children, teens, and adults with disabilities.

The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education. The HG Grants and Communications Manager is a vital member of the HG Development team and is responsible for the cultivation, stewardship, and ongoing advancement of the HG grants portfolio.

Core Responsibilities/Duties:

- Manage and inform strategy to develop strong, expanding pipelines of grant-based donors for HG operations, programs, and initiatives.
- Track and monitor annual revenue goals specifically related to grants to provide financial updates and recommendations for annual budget development.
- Analyze grant funding trends to identify growing programs, opportunities for increased funding, and areas in need of greater development.
- Conduct internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.
- Develop and maintain boilerplates and toolkits of HG data and anecdotes for use in grants and by colleagues across HG fundraising and operations.
- Cultivate, manage, and maintain relationships with organizational funders and stakeholders through targeted and strategic outreach and stewardship.
- Develop grant-based opportunities with appropriate internal departments and teams, and coordinate project plans to ensure adequate reporting and compliance per funder guidelines.
- Monitor application and reporting timelines and communicate them interdepartmentally to ensure we are meeting funder deadlines and requirements.
- Write grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions that align with funder interests and HG priorities.
- Prepare strategic program and project budgets in collaboration with internal staff and approved by departmental leadership.



- Conduct internal education to help HG staff in identifying projects eligible for or requiring grant funding, how grant funding fits within organizational budget, and how to develop project and program work plans that are grant ready.
- Serve as an organization-wide resource for written communications and reporting, including cross-departmental and organizational projects.
- Create acknowledgements for grant awards and coordinate with Development and other HG departments to ensure implementation.
- Maintain and manage complete records and files in accordance with HG's record-keeping policies, related to past, present, and prospective grant-based donor engagement, that includes funder and proposal information, contracts, paperwork and key documentation.
- Collect information cross departmentally for quarterly newsletter to all stakeholders
- Maintain and uphold the core mission of Higher Ground: enhancing quality of life through inclusive therapeutic recreation and education
- Maintain and uphold the five core values of Higher Ground in all aspects of performing job duties: passion, innovation, service, integrity, and teamwork

Preferred Skills/Abilities

- Excellent interpersonal and communication skills, both written and verbal.
- Ability to manage multiple projects, timelines, and teams effectively.
- Understanding of best practices and methods to achieve revenue goals, overall grant-based donor strategies, and effective communication of the mission.
- Knowledge of the basic concepts related to fundraising and grant management.
- Ability to adapt to a changing environment and remain flexible.
- Excellent initiative and ability to work independently as well as part of a team.
- Ability to respond quickly and effectively to the HG team, partners, donors, stakeholders, and other groups.
- Excellent computer skills and database management experience.
- Detail-oriented, with strong strategic planning and organizational skills.
- Ability to represent HG in a professional and positive manner at all times.
- Multicultural sensitivity/awareness

Key Interfaces:



- Chief Development Officer (supervisor)
- Chief Executive Officer
- Development Team
- Board of Directors

Physical Requirements:

- Geographic Information: Based in Wood River Valley, with occasional travel and support to programs or events in other locations as required
- Occasional weekend work required
- Occasional attendance at evening and overnight program events
- Ability to lift up to 30 pounds of equipment and gear

Equal Opportunity Employment – Higher Ground Inc. is an equal opportunity employer. We are committed to maintaining the hiring practices and work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

To apply please send resume, cover letter and 3 references to:

Erin Rheinschild
Interim Chief Development Officer
Erin@HigherGroundUSA.org
208-720-0667