



A CENTER FOR GRIEVING CHILDREN, TEENS, AND ADULTS

GRANTS OFFICER

Position Title: Grants Officer
Position Status: Full-Time Salaried (40 hours per week)
Reports to: Development Director

We Offer

- A nurturing workplace that embraces Christian faith, providing you with the opportunity to support our mission of offering hope and comfort to those navigating grief.
- Opportunities for professional development and growth.
- A generous 15 paid holidays, together with paid time off (PTO), benefits, and flex time.

Required Skills/Abilities

- Bachelor's degree from an accredited four-year college or university in a relevant field.
- Strong verbal and written communication skills.
- Knowledge of resource development and funding sources for non-profit organizations, including federal and state funding.
- Strong research skills for gathering data and statistical information to support funding requests.
- Understanding of and ability to assist in creating grant program budgets.
- Experience accessing and utilizing donor databases.
- Ability to establish and maintain effective stewardship and working relationships with funders, staff, board members, volunteers, community groups, and other stakeholder agencies.
- Minimum of two years of grant writing experience preferred.
- Proficiency in Microsoft Office Suite, with a strong focus on Excel.

Preferred

- Experience with donor databases to ensure accurate record-keeping.
- Background in medical or behavioral health settings is a plus.

Overview:

Cornerstone of Hope, Ohio's leading provider of bereavement services, is seeking a full-time, Grants Officer to support the development initiatives of the CEO and Development Director for all Cornerstone of Hope office locations (Cleveland, Columbus, and Lima). The Grants Officer will research grant opportunities and prepare grant proposals based on the funding requirements of the organization. We seek a team member who embodies heartfelt compassion, passionate commitment, and a collaborative spirit,



along with a dedication to professional growth, to enhance our bereavement support services. The ideal candidate will feel called to work in a faith-based ministry environment, providing support to all who seek assistance with an open and welcoming heart.

Job Responsibilities:

Secure Grant Funding (60%)

- Prepare and submit proposals and applications for both unrestricted operating revenue and restricted projects to foundations, corporations, and government sources.
- Appeal to local foundations for ongoing program support.
- Steward existing relationships with foundations while cultivating new partnerships.
- Create and maintain a master tracking list and calendar of grants and reports.
- Ensure timely submission of grant applications and proposals.
- Assist in grant writing activities to secure funding in Columbus and Lima.
- Achieve the budgeted annual grant funding goals.
- Conduct prospect research to identify new grant opportunities and funding sources.
- Identify new foundations for cultivation and solicitation efforts.

Grant Reporting (30%)

- Ensure timely submission of grant status reports as stipulated in the grant award.
- Track all grant-related activities diligently.
- Organize and prepare written reports summarizing programs funded by grants.
- Collaborate with key staff to gather statistics and program outcomes.
- Work with relevant staff on grant narratives, goals, outcomes, and updates, on a bi-annual basis or as needed.

Development Coordination (10%)

- Assist the Development Director in executing the Annual Fund, Camp Campaign, development events, and passive giving initiatives.
- Maintain regular communication with other personnel in the Development Department.
- Serve as an enthusiastic advocate and champion for our mission.
- Perform other duties as assigned or requested by management as needed.

To be considered candidates must:

- Submit a resume.
- Submit a cover letter.

Cover letter should provide insight to your experience and interests and how you demonstrate Cornerstone of Hope's core values of faith, compassion, commitment, and passion. Please submit your resume and cover letter to Amber Wiesner

cohhr@cornerstoneofhope.org