

Development and Grants Manager

HelpLine seeks a strategic, detail-oriented and mission-driven Development and Grants Manager to assist in advancing our general fundraising and development initiatives - with a specific focus on identifying, cultivating, and securing grant funding from private, corporate, and public sources - to sustain our impact in the community.

This position is responsible for managing the full grants lifecycle, including the researching, writing and submitting compelling grant proposals and reports, and other related materials that support HelpLine's strategic plan and goals. As the primary grant writer, the Development and Grant Manager also oversees funder relationships, engages in compliance reporting, and supports special project initiatives. This role requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement.

The Development and Grants Manager plays a critical role in advancing HelpLine's mission through diversified revenue generation and long-term sustainability, serving as the main liaison between the agency and its investors. This full-time position reports to the Marketing and Development Director and is eligible for Alternative Work Arrangements (hybrid). This position is based in Delaware County, but includes travel to all HelpLine service areas including Morrow, Union, Crawford, Wyandot, Logan, Shelby and Miami counties.

RESPONSIBILITIES

- + Identify and pursue grant opportunities that align with HelpLine's mission and strategic funding priorities.
- + Research potential funders, including foundations, corporations, and government entities on a local, state, and federal level.
- + Research statistics, trends and data for grant proposals and community advocacy.
- + Lead the development, writing and submission of compelling general operating and capacity-building grant proposals.
- + Maintaining and building relationships with funders and other strategic partners on a local, state, and national level.
- + Drafting proposals/letters of interest, grant application narratives, and budget reports.
- + Develop and maintain an annual grants calendar, including prospects, correspondence files and deadlines for submissions and reporting.
- + Maintain a library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists.
- + Track and report on grant performance and success metrics.
- + Provide technical assistance and editing support for program-specific grants.
- + Coordinate with finance and program teams to gather data, outcomes, narratives and budget details.
- + Maintain grant compliance and reporting, including outcome measurement and grant budgets through HelpLine's donor and grant management systems.
- + Support the execution of annual giving campaigns and special fundraising initiatives.
- + Assist with stewardship efforts by preparing funder acknowledgments, updates, and impact reports.
- + Execute timely acknowledgment and recognition of donors and contributions as appropriate.
- + Collaborate with the Marketing and Development Director to support the broader fundraising strategy.



The community's go-to for supporting and empowering change.

REQUIRED QUALIFICATIONS

- + Bachelor's degree in nonprofit management, communications, journalism, English, business, or related field.
- + Minimum of three years of experience in fundraising, grant writing, grant management, development, or a related nonprofit fundraising role.
- + Strong relationship-building and collaboration skills across diverse teams and audiences.
- + Exceptional written and verbal communication skills; ability to convey complex ideas into compelling narratives to a diverse audience. (bilingual English/Spanish skills is a plus).
- + Detail-oriented, with a commitment to accuracy and compliance.
- + Proven track record of successful grant proposals and donor cultivation.
- + Ability to manage multiple projects and deadlines independently.
- + Experience with donor databases/CRMs (GiveSmart, HubSpot, etc.) and basic data analysis.
- + Ability to work under pressure and respond to deadlines without sacrificing quality.
- + Resilient and adaptable; comfortable navigating rejection and shifting priorities.
- + Familiarity with the non-profit sector and demonstrated understanding the community-based programs of HelpLine.
- + Deeply mission-driven with a trauma-informed and inclusive approach to communication.

WHY WORK FOR HELPLINE

HelpLine is a financially stable, longstanding (50+ years) non-profit providing a broad spectrum of social services to eight counties. We are committed to living our values and investing in our people. This means our benefits reflect equitable wages, culture of self-care, inclusive practices and access to growth opportunities:

- + Full-time exempt position with competitive salary with personal growth and professional development opportunities. Salary range: \$52,000.00 to \$62,400.00 annually.
- + Outstanding total rewards package, which includes but not limited to:
 - o 100% employer paid employee health, life, dental and Long-Term Disability (LTD) premium coverage.
 - o Simple Individual Retirement Account (IRA) – annual 2% HelpLine contribution, no match requirement and vested at enrollment.
 - o Voluntary life insurance and other optional benefits are available.
 - o Employee assistance program.
- + Earned vacation, sick and compensatory time, holidays (12) and wellness days (4).
- + Mileage reimbursement for all work-related travel.

HOW TO APPLY

For full consideration, please submit a **cover letter, resume and three (3) professional references** to Tamika Vinson-Reid, Marketing and Development Director at tvinson@helplinedemor.org. Applications will be accepted until August 22, 2025.



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ABOUT US

As the community's only comprehensive 24/7 resource, we are the go-to for supporting and empowering change. Our highly trained specialists offer compassionate support to anyone in crisis or in need of information, connecting people with the right community resources and empowering them to thrive. Our prevention programs promote and advocate for emotional health and wellness through addressing suicide and depression, sexual assault, child sexual abuse and family violence to influence change in our community. These programs are rooted in our relationships with local non-profits and agencies, giving us the connections and knowledge to get community members the support, education and volunteer opportunities they're looking for. For more information, visit helplinedelmor.org.

HelpLine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, sexual orientation, disability status, gender identity or any other characteristic protected by federal, state or local laws.