



Grants Manager

Cincinnati, OH

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About People Working Cooperatively

People Working Cooperatively (PWC) is a leading nonprofit serving low-income homeowners across the Greater Cincinnati tri-state region, including Ohio, Kentucky, and Indiana. The organization's work is focused on older adults, individuals with disabilities, veterans, and families facing economic hardship by helping residents remain in their homes safely, independently, and with dignity.

For more than five decades, PWC has been a trusted provider of critical home repair, energy conservation, accessibility modifications, and maintenance services. To date, the organization has delivered more than 320,000 services to eligible homeowners. This work is conducted by professionally trained and licensed tradespeople, supported by one of the region's largest and most engaged volunteer networks.

In 2019, PWC launched the Whole Home Innovation Center, a first-of-its-kind initiative dedicated to advancing the connection between housing and health. The Center serves as a national model for cross-sector collaboration, bringing together leaders from healthcare, construction, education, and the nonprofit community to address the impact of the built environment on individual and community well-being. Its work focuses on prevention and wellness, addressing key social determinants of health such as fall prevention, asthma triggers, and lead exposure—while developing and demonstrating scalable solutions to create healthier, safer homes.

Position Summary

People Working Cooperatively (PWC) is seeking a highly skilled and strategic Grants Manager to support the organization's continued growth and impact through institutional funding. This role is responsible for managing the full lifecycle of foundation and corporate grants, including research, proposal development, submission, internal stakeholder communications, post-award reporting, and compliance.

Working in close partnership with the Associate Vice President of Development and colleagues in program leadership and finance, the Grants Manager plays a central role in securing resources that advance PWC's mission. This position requires exceptional writing ability, strong project management discipline, and the capacity to translate programmatic outcomes into compelling, funder-aligned narratives.

The ideal candidate brings a strategic approach to grant development, a strong understanding of institutional funding landscapes, and the ability to manage multiple priorities while maintaining accuracy, compliance, and relationship integrity throughout the grant lifecycle.

Essential Job Functions

- Own the complete grant lifecycle to identify, research, and evaluate prospective foundation and corporate grant opportunities aligned with PWC's strategic priorities and needs; track deliverables, reporting requirements, and compliance.
- Develop, manage, and share a comprehensive grant pipeline and submission calendar to ensure consistent funding activity and deadlines are met.
- Write, coordinate, and submit high-quality grant proposals, letters of inquiry, and concept papers that are compelling, well-structured, and aligned with funder requirements to yield awarded funds.
- Collaborate with program leadership and staff to gather program data, outcomes, and impact narratives to strengthen proposals.
- Partner with finance to develop accurate program budgets and supporting financial documentation for submissions and reports.
- Prepare and submit timely and accurate grant reports, including both narrative updates and financial summaries.
- Maintain detailed and organized records of grant submissions, awards, and reporting within the organization's CRM or grants management system.
- Cultivate and maintain relationships with foundation representatives and program officers, as appropriate, and in coordination with other colleagues.
- Partner across departments to align grant activity with broader development strategy and organizational priorities.
- Track grant performance metrics, including funding secured and proposal success rates, and contribute to the continuous improvement of grant strategy.

Qualifications

Education & Experience

- Bachelor's degree in communications, nonprofit management, public administration, or a related field
- Significant professional experience in nonprofit grant writing and grants management, including demonstrated success securing competitive or multi-year foundation and corporate funding
- Experience managing the full grant lifecycle, including research, proposal development, submission, and reporting
- Familiarity with federal, state, and local grant compliance requirements is a plus

Skills & Competencies

- Exceptional writing, editing, and storytelling ability, with the capacity to translate complex programmatic information into compelling narratives.
- Strong project management and organizational skills, with the ability to manage multiple deadlines and priorities simultaneously.
- Strategic thinker with the ability to evaluate funding opportunities for alignment with PWC priorities and competitiveness of submitted proposals.
- High attention to detail to ensure accuracy, compliance, and completeness across all submissions and reports.
- Ability to collaborate effectively and be responsive to program staff, leadership, and finance teams.
- Strong interpersonal skills to support relationship-building with funders, internal stakeholders, and clients.
- Technology proficiency across common platforms and CRM and/or grants management systems to maintain accurate, accessible, and organized records.
- Resourceful, proactive, and self-directed, with a strong sense of ownership and accountability within a complex organization.
- Ability to operate effectively in a fast-paced environment, maintaining composure under deadlines and responding appropriately to evolving and emerging priorities.
- Empathetic appreciation of PWC's mission and programs, with the ability to serve as a compelling ambassador to institutional funders.
- Willingness to work occasional evenings or weekends as needed to support deadlines and organizational priorities.

Leadership & Key Colleagues

(Please do not contact the organization or its leaders directly)

Jock J. Pitts **President**

Jock J. Pitts serves as President of People Working Cooperatively (PWC), where he has led the organization since 2002 with a clear and consistent focus on advancing its mission: helping low-income homeowners—including older adults, individuals with disabilities, and veterans—remain in their homes safely, independently, and with dignity. With more than three decades of experience in housing, energy conservation, and community-based services, Pitts has overseen the organization's significant growth and regional expansion, with PWC now delivering thousands of critical home repair and modification services annually across 18 counties in Ohio, Kentucky, and Indiana.

Under his leadership, PWC has strengthened its reputation as a trusted, high-impact nonprofit and a leader in the intersection of housing and health. In 2019, the organization launched the PWC Whole Home Innovation Center, a nationally recognized model that brings together healthcare, construction, education, and nonprofit sectors to address the role of the home environment in overall health and well-being. During his tenure, PWC has earned numerous distinctions, including the Better Business Bureau's Wise Giving Seal of Charitable Accountability, the Cincinnati Chamber of Commerce Nonprofit of the Year, and the BBB Torch Award for Marketplace Ethics.

Pitts has also been recognized as one of Ohio's most influential leaders, reflecting his commitment to civic engagement and community impact. Jock was selected as one of the "500 most powerful and influential people in Ohio" and recognized in the Fall 2022 issue of Ohio Business magazine. As an Ohio business leader, Jock is recognized for his visionary mindset, civic-minded engagement, and commitment to helping his community grow and prosper.

He holds a Bachelor of Science in Aeronautics from Miami University and a master's degree in environmental pollution control from Pennsylvania State University. He is actively engaged in the community through service on multiple boards and continues to be a visible advocate for innovative, mission-driven solutions that strengthen communities across the region.

Chris Owens **Vice President of Development**

Chris Owens is the Vice President of Development for People Working Cooperatively. Chris oversees the organization's communications, community relations, marketing, and fundraising activities. Her responsibilities include directing PWC's multiple fundraising efforts, from applying for and securing grants, overseeing the annual campaign, and securing corporate and individual donations to planning large-scale fundraising events, like PWC's annual ToolBelt Ball.

During her three-decade career at PWC, Chris has earned numerous accolades advancing the organization's level of community recognition and commitment to its cause. Among them include doubling the funds raised through PWC's annual campaign and growing the amount raised by PWC's annual fundraiser, ToolBelt Ball, in its 25th year.

Chris earned her bachelor's degree in communications and public relations from Xavier University. She is a member of the Association of Fundraising Professionals and the Greater Cincinnati Planned Giving Council. Chris resides in Ft. Wright, KY.

Bridget Kochersperger
Associate Vice President of Development

Bridget Kochersperger is People Working Cooperatively (PWC)'s Associate Vice President of Development. In her role, she leads all marketing and communication efforts for the organization and provides oversight for agency fundraising and events. Bridget has more than 16 years of experience working in a variety of industries. Prior to joining PWC, she led digital marketing and PR efforts for a regional law firm, served in a leadership role for an award-winning PR and social media agency, acted as the communications lead for a travel and tourism bureau, and worked in development at a local nature nonprofit. She spent nine years on the board of Cincinnati PRSA serving in a variety of roles including as Chapter President in 2022, and her work has been recognized by her industry peers consistently through Cincinnati PRSA's Blacksmith Awards.

Bridget holds a degree from Ohio University and is recognized for her thoughtful, strategic approach to advancing organizational mission and growth and lives in Cincinnati.

Reporting Relationships

The Grants Manager reports to the Associate Vice President of Development and works in close collaboration with program leadership, finance staff, and members of the Development team to advance and increase institutional funding. This position does not have supervisory responsibilities.

Location & Expected Travel

The Grants Manager is expected to live in the Greater Cincinnati Region and will work in the office currently located in the Bond Hill area of Cincinnati. In Fall 2026, PWC will relocate to its new location in the Sharonville area, located at 3440 E. Kemper Road, Cincinnati, OH 45241.

Some local/regional travel is expected, including meetings with grant funders and other PWC events.

Compensation & Benefits

The salary range for this position is \$70,000-\$75,000. A competitive benefits package is provided, including:

- Paid Vacation: 15 days; can earn up to 20 days
- Paid Holidays: 11 or 12 days (depending on when Christmas falls)
- Health Insurance: Medical, Dental, Vision, with employer contribution, FSA, Dependent Care Flexible Spending
- Annual Health Incentive Programs - combined up
- 401(K) retirement: 3% regardless of whether employee contributes, fully vested safe-harbor plan
- Group Life /AD&D Insurance, Voluntary Life Insurance, Short- and Long-term Disability Insurance
- Dependent Care Flexible Spending Account
- Worker's Compensation
- Voluntary Accident Coverage
- Cell Phone Allowance
- Education Assistance Program

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

Submission Instructions *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of People Working Cooperatively. To apply, please [visit this link](#) (www.coopercoleman.com/current-searches). All expressions of interest should be made only through the online application. Nominations of qualified candidates can be sent to: michael.durnil@coopercoleman.com.

All inquiries will be held in confidence. A cover letter is not required with your initial application but is welcome to help us understand your fitness for and interest in this role during our initial evaluation. Candidates invited for interviews will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join People Working Cooperatively, and connection to its mission.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any legally protected basis.

Background Checks & Credentials Verification

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer and PWC will conduct a background check before finalizing an offer.

EEO & Commitment to Diversity and Inclusion

People Working Cooperatively does not discriminate against any employee or applicant for employment because of race, color, sex, age, religion, national origin, or disability.

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Cooper Coleman is a nationally ranked executive search firm partnering exclusively with nonprofit organizations, foundations, and cultural, research, and academic institutions. We move organizations forward by placing the right leaders in the right roles at the right time, and we help to strengthen management and fundraising capacity to amplify their mission and impact.



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