



ABOUT AIM HIGH

At Aim High, students with limited options unlock their limitless potential. Our multi-year summer enrichment program empowers middle schoolers from low-income neighborhoods, igniting their love of learning and yielding real results—97% of Aim High alumni graduate high school and go on to college. We envision every middle school student having access to joyful summer learning, inspired and innovative teachers, and the support they need to succeed in school and life. Grounded in a welcoming community where every kid feels seen and supported, Aim High gives students the confidence to succeed in high school and beyond.

Aim High staff are dedicated to making a positive difference in the world. We are a team of collaborative, creative and mission-driven individuals who respect and encourage each other. Guided by the Aim High CORE values of community, opportunity, respect, and high expectations, we work together every day to narrow the achievement and opportunity gaps in Northern California. For more about Aim High, please visit www.aimhigh.org.

POSITION SUMMARY

The Director of Institutional Giving is responsible for managing the organization's portfolio of foundation, corporate and government grant funders that contribute \$5M+ annually. The Director of Institutional Giving is an exciting opportunity that uniquely blends grant writing with donor relationship management. In partnership with the Development team and CEO, the DIG will conceive, design, and lead effective annual and multi-year strategies and plans to grow revenue and deeply engage Aim High's institutional donors and prospects. The ideal candidate has a proven track record in grant writing and management, can direct a grants program that includes effective identification, cultivation, and stewardship of foundations and corporations, is a strong people manager and relationship-builder, is skilled at communicating complex ideas in different ways to different audiences, and is invested in strong data and evaluation practices. This is a full-time exempt position that currently manages one direct-report and reports to the VP of Development.

KEY RESPONSIBILITIES

Fundraising

- Strategically manage relationships with institutional funders, leveraging the CEO and other program/development colleagues as needed to deepen connections between funders and Aim High.
- Research and cultivate prospective funders; lead stewardship activities of current funders. Conduct donor visits/calls regularly and often.
- Create and oversee the creation of high-quality grant proposals and reports that track measurable outcomes. Oversee the creation and maintenance of organizational grants



calendar, ensuring both timely submission for every grant and appropriate cultivation and stewardship in advance of submission.

- Partner with program staff to craft and articulate innovative funding opportunities that demonstrate impact and success.
- Collaborate with finance leadership on grants, financial audits, and program budgets.
- Stay abreast of current trends in education and youth development funding and incorporate compelling ideas into grant narratives.
- Monitor trends, policies and legislation that impact or create funding opportunities.
- Maintain high data integrity in Salesforce for all institutional funders and related contacts and records.

Strategy and Forecasting

- Develop and execute an annual institutional fundraising plan to maximize contributed revenue.
- Develop and implement strategies to engage institutional funding partners; define targets and track progress toward public and institutional funding goals.
- Track progress of institutional revenue monthly, quarterly and annually; leverage historical data to forecast and project institutional revenue annually and over time.

Team Management

- Manage one direct report, including coaching in institutional fundraising and grant writing/reporting, grant calendar management, and other institutional-related responsibilities, conducting appraisals and development plans, two-way feedback, and ongoing supervision.
- Provide copy editing and developmental editing on all grant proposals and reports.
- Create and implement a plan to grow the department, as needed, over time.

CORE COMPETENCIES

- ***Entrepreneurialism*** – Demonstrate comfort with risk- and initiative-taking in order to achieve unique and aggressive goals.
- ***Persuasive Communication*** – Plan and deliver oral and written communications that make an impact and persuade their intended audiences. Ascertain the priorities of a particular individual or group and craft persuasive written or verbal communication given those priorities.
- ***Quantitative Analysis*** – Review quantitative data sets in order to recognize patterns, identify additional information or data needed, and draw conclusions.
- ***Relationship Building and Management*** – Utilize effective interpersonal skills and techniques to reach mutually beneficial goals over time.



- **Results Orientation** – Achieve a desired goal by planning and working towards it proactively.

QUALIFICATIONS

- Bachelor's degree.
- 7+ years fundraising experience; proven track record in grants management.
- Demonstrated success advancing relationships and strengthening philanthropic investments from foundations, government entities, and corporate partners.
- Experience managing and collaborating with high-performing development professionals preferred.
- Experience managing multiple projects, meeting high-stakes deadlines and making decisions with key priorities in mind.
- Experience in assessing funding priorities and crafting approaches to sophisticated and high-profile local, regional and national funders.
- Outstanding communication and interpersonal skills; ability to inspire funders and partners through verbal and written communication.
- Commitment to robust data management and experience using CRM software (Salesforce preferred).
- Passion for Aim High's mission and knowledge of Bay Area education/youth development landscape.

JOB DETAILS

- Reports To: Vice President, Development
- Job Location: This individual will need to be able to be at the San Francisco office roughly 2–3 days/week when the team is back in the office.
- Classification: Exempt
- Hours/Week: 40 hours with some evenings and weekends
- Pay: Compensation will be \$100,000 to \$115,000 annually and commensurate with experience
- Benefits: Generous benefits that include Medical/Dental/Retirement Matching/Paid Sick and Vacation Time

HOW TO APPLY

Please send a cover letter and resume to careers@aimhigh.org with the subject: Application – Director of Institutional Giving.

Aim High is an equal opportunity employer. Aim High seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, gender, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.