

# **Director of Development**

**Aim High**

**San Francisco, California**

Aim High is a nonprofit organization in San Francisco that offers an innovative and powerful summer school program for low-income, urban students. The mission of Aim High is to inspire a life long love of learning and instill a sense of community, opportunity, and respect so that students are prepared for success in school and life. Through our five-week program, middle school students develop academic and leadership skills and join a community of support they need to do well in school, get into college, and become leaders in their communities. Students join our program in the summer before 6th grade, and they participate annually until 9th grade, at no cost to their families. In 2010, Aim High will serve 1,100 students at 12 sites in San Francisco, Oakland, the South Bay / Peninsula, and Marin. Among these youth, 99% are youth of color, 70% live in poverty/low-income families, 66% speak a language other than English at home, and 88% are positioned to be the first in their family to graduate college. For more information on Aim High visit [www.aimhigh.org](http://www.aimhigh.org)

We value and seek diverse team members who are passionate, innovative, collaborative, professional, fun, responsible and solution-oriented.

## **Position summary**

The Director of Development provides overall direction to all of Aim High's fundraising and external relations efforts, serves on the management team, and reports to the Executive Director. The Director of Development provides direction and oversees the work of two full-time development staff. Working closely with the Board of Directors and the Executive Director, the Director of Development is responsible for developing and implementing a successful fundraising strategy for the organization, which includes individual major gifts as well as institutional funders -- private foundations, corporations, and public agencies -- currently budgeted at \$2.3 M in 2010. Aim High has just completed a new 5-year strategic plan and the Director of Development will guide the design and implementation of a \$15 million Campaign to support the continued growth of the organization. This year also marks the 25<sup>th</sup> Anniversary of Aim High and the Director of Development will oversee various communications and fundraising efforts highlighting the organization's exceptional track-record of success. The Director of Development is a senior management position at Aim High, but requires a hands-on and collaborative approach to the work. This is an excellent opportunity to expand Aim High's impact.

## **Specific Job Duties**

- Serve as a senior leader for the organization, providing input on and insight about key development issues, strategic direction for the organization, and board leadership.

- Take the lead in developing the strategy for and execution of the organization's first growth capital campaign of \$15 million to support a five-year strategic plan and take the lead in cultivation, solicitation and stewardship efforts for individual major gifts.
- Provide training and support for the Board to execute short and long-term fundraising goals with a focus on new donor identification, cultivation and solicitation activities, and stewardship events.
- Oversee and collaborate with the Grants Manager and providing direct support and guidance for producing a high volume of institutional grant submissions, writing proposals, developing budgets and financial reporting, editing and proofreading as needed.
- Oversee and collaborate with the Associate Director for Events & Communication providing direct support and guidance in producing fundraising events, communications pieces, and executing the organization's communications strategy.
- Research new trends and advancements in the field that will help advance and inform Aim High's mission and fundraising efforts.
- Oversee the work of consultants as needed, including grant writers and Campaign consultant, etc.

### **Qualifications**

- 7-10 years of relevant experience.
- Excellent communicator with the ability to quickly convey an innovative model and engage and inspire a wide range of stakeholders.
- Superb relationship builder who can find common ground among diverse stakeholders and understands the funding landscape.
- Experience securing major gifts and working on Campaigns
- Experience with budgeting and budget development; basic financial management skills.
- Strong interpersonal skills; comfortable working with a wide variety of individuals both inside and outside of the organization, ability to work as part of a team.
- Independent, highly organized and detail-oriented self-starter.
- Ability to prioritize multiple projects and meet multiple deadlines.
- Strong interest in and commitment to the mission of Aim High.
- Willingness to work outside of office hours on occasion.
- Bachelor's degree.

### **Job Details**

- Reports to: Executive Director
- Job Location: San Francisco, CA
- Classification: Exempt
- Hours/Week: 40 Hours
- Education: Bachelors degree required
- Years of Experience: 7-10 years of relevant experience required
- Competitive salary commensurate with experience

- Benefits include medical, dental and retirement, paid sick leave and generous vacation time

### **Application Instructions**

Please send a letter of interest, three references and a current resume to Alec Lee, Executive Director, via e-mail to [ah\\_office@aimhigh.org](mailto:ah_office@aimhigh.org) with the subject line **“Director of Development – [Your Name]”** or fax it to 415.551.2626. Due to the potential volume of responses, only candidates selected for an interview will be contacted. **No phone calls please.**

Position open until filled.

*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, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.*