

**Job Announcement:  
Aim High Director of Corporate and Foundation Relations**

**About Aim High:**

Over the last 25 years, Aim High has changed the lives of over 5,000 low-income youth. By reaching youth during the critical transition from childhood to adulthood, Aim High instills a deep love of learning through an engaging, personalized and supportive summer school program. Aim High is the largest academic summer program provider in the Bay Area, operating campuses in San Francisco, Oakland, on the Peninsula, and in Marin County. The organization has grown from one site, serving 50 students in 1986, to twelve sites serving 1,200 students in 2011. The foundation of Aim High is an intensive, engaging and challenging five-week summer school program for middle school students from low-income families. Students join after 5th or 6th grade, and participate for three or four consecutive summers. For more information on Aim High visit [www.aimhigh.org](http://www.aimhigh.org).

**Our Mission:**

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.

**Position Summary:**

The Director of Corporate and Foundation Relations will work as part of a three-person development team, reporting directly to the Director of Development. The Director of Corporate and Foundation Relations is responsible for managing Aim High's institutional funders, including private foundations, corporations, and public agencies and managing the corporate sponsorship program. This includes coordinating fundraising efforts of volunteers, identifying prospective funders and direct solicitation. Other responsibilities include collaborating with development team on writing and editing marketing materials and overall development strategy. This is an excellent opportunity for a strong multi-tasker with substantive writing, editing, data analysis and evaluation skills.

**Specific Job Duties**

- Manage grant proposal and report calendar. Maintain current pipeline to reflect all grant activity in database.
- Track current grant cycles and renewal processes and ensure stewardship to guarantee continued funding. Identify potential new funding resources under the direction of the Director of Development.
- Initiate, draft, edit and deliver proposals to foundations and corporations, working in collaboration with program staff and under the guidance of the Director of Development.
- Oversee narrative and financial reporting to foundation and corporate donors by tracking reporting needs, deadlines, and action items. Support program staff to ensure that data tools allow for efficient reporting to external stakeholders.
- Lead efforts on data analysis and ensure consistency between grant commitments and annual progress on agency outcomes/performance indicators through active partnership with Director of Academics and Evaluation.
- Lead the corporate sponsorship program for Aim High's annual gala. Work closely with event committee to identify new prospects. Create solicitation materials.

Manage asks made by Aim High staff and volunteers. Ensure sponsors are properly recognized and stewarded throughout the year.

- Support development team with event planning, preparation and follow up.
- Serve as a member of development team, providing input on and insight about key development issues.
- Attend and help support all Aim High development events including Development Committee meetings.
- Advocate for and represent Aim High in various community forums, stakeholder and funder meetings, and other relevant community-related coalitions and collaborative efforts as necessary.

### **Qualifications**

- 5-7 years of relevant experience, including proposal writing and direct fundraising
- Excellent oral and written communication skills
- Experience with budgeting and budget development
- 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
- Self-starter, motivated, and able to take initiative in all situations
- Ability to prioritize multiple projects and meet multiple deadlines
- Excellent attention to detail and organizational skills
- Strong interest in and commitment to the mission of Aim High
- Advanced computer skills with Microsoft Office and the Mac environment; proficiency in Filemaker Pro a plus
- Understanding of funding landscape and relationships with local funders a plus
- Experience with large events
- Quantitative and qualitative data analysis skills a plus
- Willingness to work outside of office hours (some evenings and weekends)
- Bachelor's degree

### **Job Details**

- Reports to Director of Development
- Job Location: San Francisco, CA 94110
- Classification: Exempt
- Hours/Week: 40 Hours
- Competitive salary commensurate with experience
- Benefits include medical, dental, retirement, paid sick leave and generous vacation time

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.

**To apply, email cover letter and resume to [ah\\_office@aimhigh.org](mailto:ah_office@aimhigh.org) no later than February 10, 2012. No phone inquiries, please.**