

Manager of Institutional Giving

Organization Vision: uAspire imagines a day when all young people have the opportunity to reach their full potential by graduating from college, regardless of their families' financial resources or college experiences.

Organization Summary: uAspire is a national leader in providing college affordability services to young people, families, and college access and success practitioners. By 2022, uAspire's strategic plan aims to impact the lives of 3,000,000 young people through:

- **Student Advising:** In person and over text, we support students one-on-one to maximize financial aid, minimize loan debt, and make informed financial decisions about the best post-secondary option for them.
- **Training:** Online and in-person we provide professional development for school counselors and college access providers, sharing our expertise so they can effectively support their students.
- **Policy & Systems Change:** To level the playing field for young people from all economic backgrounds, we work to improve financial aid systems so everyone has a chance to graduate with a degree they can afford.

Position Summary:

The challenges of college affordability have never been more pronounced, and uAspire's expertise – built over 30+ years of practice – has never been more needed across and communities nationwide. The Manager of Institutional Giving will be responsible for maintaining a portfolio of institutional supporters and building key resources for the entire institutional philanthropy team. uAspire has the benefit of many corporate and foundation supporters that generously make this work possible. The Manager of Institutional Giving will work in one of uAspire's offices in Boston, Oakland, or New York City and report to the Director of Corporate and Foundation Relations (based in Boston).

This position requires a highly organized, result-oriented, and motivated individual who excels at both written communications and project management. They will possess the strong interpersonal and communication skills required to collaborate effectively with internal uAspire stakeholders as well as external supporters. They will derive satisfaction from working in both collaborative, team-based environments as well as devoting significant time to independent efforts. They will be flexible and nimble in their work and thrive in situations in which they are managing multiple projects.

Key Responsibilities:

Grant Management





- ★ Write grant applications, reports, and other materials for new and existing supporters
- ★ Collaborate with other departments, particularly Finance and Program, to incorporate their expertise into proposals and reports
- ★ Manage a calendar of grants to ensure that all deadlines are met
- ★ Manage relationships with program officers and other Corporate/Foundation staff and trustees

Resource Development for Institutional Giving Team

- ★ Conduct prospect research to identify potential new supporters
- ★ Develop templates and maintain a repository of content for effective processes
- ★ Prepare colleagues and senior leadership for meetings
- ★ Coordinate gift processing and acknowledgements on behalf of the team

Donor Engagement and Stewardship

- ★ In collaboration with the Manager of Individual Giving, manage a suite of activities to engage new and existing supporters, including volunteer events, communications pieces, site visits, and educational opportunities
- ★ Ensure appropriate recognition for all Institutional donors

Other Development Activities as Needed

Qualifications:

- ★ Excellent writing and communication skills required. Experience with grant writing a plus.
- ★ Strong project management skills, including priority setting, time management, cross-functional collaboration, and ability to respond flexibly to changing circumstances.
- ★ Demonstrated ability to manage multiple projects concurrently.
- ★ Strong attention to detail with a commitment to high quality work and strict adherence to deadlines.
- ★ Proficiency with Microsoft Office Suite (particularly Word, Excel, and PowerPoint) required. Familiarity with Salesforce or other databases a plus.
- ★ Passion for supporting low-income and first-generation students and/or college affordability. Belief in and adherence to uAspire's Organizational Values - Student-Centered, Excellent, Dedicated, Collaborative, and Systems-Focused.

Compensation: *Salary commensurate with experience and education. All full-time employees receive a competitive benefits package.*





Applications: Applicants should apply through uAspire's website [here](#).

uAspire is an equal opportunity employer, fully committed to achieving a diverse and inclusive workplace that embraces and encourages applicants of every background. The company's policy regarding equal employment opportunity means that all decisions regarding recruitment, hiring, benefits, wage and salary administration, scheduling, disciplinary action and termination will be made without unlawful discrimination on the basis of-sex, gender, race, color, age, national origin, religion, disability, medical condition, genetic information, marital status, sexual orientation, gender identity or expression, citizenship status, pregnancy or maternity, veteran status, or any other status protected by applicable federal, state or local law.

