



## **Institutional Giving Manager**

### **About A Step Beyond**

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A Step Beyond is a Creative Youth Development organization serving youth and their families living at or below the poverty line in Escondido, CA with free after-school dance classes, academic support, and social services. In order to create deep, meaningful, and lasting relationships that will ensure the artistic, academic, and social-emotional development of our youth, we make a ten-year commitment to support students and their families from 3rd grade to high school graduation and beyond.

### **Position Overview**

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Compensation:	\$70,000 - \$80,000 commensurate with experience
Benefits:	Health, Dental, PTO, and 401(k) Match (Tech Stipend available if role is not local)
Status:	Full Time, Exempt
Location:	Hybrid (if local to San Diego) or Remote
Reports To:	Chief Executive Officer

### **Duties and Responsibilities**

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The Institutional Giving Manager is a key leader and collaborator in fundraising for A Step Beyond. The Institutional Giving Manager contributes to the overall strategy and success of the organization's development program. The Institutional Giving Manager is responsible for managing the systems, processes, and relationships for all funding that is generated through a proposal or application, including philanthropic & charitable foundations, corporations, and public & government grants. Please note that while this role may use AI for prospecting, research, and reporting, it is expected that all grant narratives and funding proposals will be written by the Institutional Giving Manager in alignment with A Step Beyond's organizational values of creativity, relationships, and community.

### **Development and Fundraising Strategy**

- Work as a key collaborator with the CEO and other relevant staff to ensure that grants and institutional giving strategies and activities are contributing to the overall development plan at A Step Beyond.
- Work with the CEO to develop annual budgets, specifically related to revenue projections and goals.
- Develop A Step Beyond's annual grants management plan in partnership with the CEO and lead its implementation.
- Work with development and marketing teams to ensure that all grants, proposals, letters of inquiry, reports, and funder communications utilize a consistent organizational voice.
- Maintain open lines of communication with program staff to ensure grant submissions and funding are relevant to and supportive of A Step Beyond's program activities and goals.

### **Grant Management**

- Conduct ongoing prospect research to identify and evaluate public, foundation, and corporate grant opportunities to support A Step Beyond's fundraising goals for programs, general operating funds, and capital needs.
- Lead the writing, editing, and submission of all letters of inquiry, grant proposals, and reports.
- Develop and improve the systems and tools used to manage A Step Beyond's grants calendar and work flow, ensuring timely submission of proposals, renewals, and reports.
- Collaborate with relevant staff (CEO and/or programs team) to create budgets for grant submissions.
- Collaborate with program, finance, and administrative staff to gather data, impact stories, and budget information relevant to grant proposals and reports.
- Draft compelling, persuasive narratives for funders that illustrate program data, outcomes, and metrics.
- Track deliverables, deadlines, and funder requirements for all of A Step Beyond's grants to ensure compliance.
- Work with A Step Beyond's accountant to track the allocations and spend down of all grant funding.
- Maintain accurate records in grant tracking systems.
- Lead donor cultivation and stewardship related to grants by building and maintaining strong relationships with institutional funders.

## **Experience, Skills, and Abilities**

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### **Required**

- Minimum of 5 years of experience in nonprofit grants management and grant writing with a track record of success.
- Experience writing and reporting on government, foundation, and corporate grants.
- Experience prospecting grants and identifying new opportunities.
- Strong knowledge of nonprofit budgeting and financial reporting.
- Excellent written communication and storytelling skills.
- Highly organized and able to manage multiple priorities and deadlines.
- Commitment to equity, diversity, and inclusion and A Step Beyond's mission.

### **Preferred**

- Experience with Instrumental and Salesforce platforms.
- Familiarity with public and private online grant platforms such as Fluxx, Submittable, and Grants.gov.
- Knowledge of the field of Creative Youth Development, or related intersectional fields such as arts & health, creative workforce & economy, arts education, and positive youth development.

## **Metrics for Success (first 12 months)**

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- Secure financial support from a variety of philanthropic foundations, corporations, and public sector entities (local, state, and national government).
- Increase the average number of grant proposals submitted by A Step Beyond per month.
- Increase the percentage of revenue received by A Step Beyond through grants to 45% of annual revenue.
- Streamline systems for grants management to increase efficiency.

- Establish tracking capabilities and metrics to understand revenue received from new funding sources versus renewals.
- Establish tracking capabilities and metrics to evaluate stewardship activities and goals (such as site visits per month, performance attendance by funders, etc).

## To Apply

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Email a 1-page cover letter, resume, and 2 work samples (a Letter of Inquiry and a Grant Narrative) to [centerforcyd@clarerosefoundation.org](mailto:centerforcyd@clarerosefoundation.org) with the subject line A Step Beyond Institutional Giving Manager.

Applications will be accepted on a rolling basis until the position is filled, with a desired start date of March 15, 2026.

*A Step Beyond is working with The Clare Rose Center for Creative Youth Development (The Center) as a partner in this hiring process. Members of The Center's team will receive application materials and conduct the first round of interviews before making recommendations to A Step Beyond for final interviews and hiring decisions.*

A Step Beyond is an equal opportunity employer. A Step Beyond will consider all applications for employment without regard to race, color, religion, sex, gender identification, gender expression, sexual orientation, age, handicap or disability or status as a protected veteran in accordance with State and Federal law.