



**Job Title:** Institutional Giving Manager (Exempt, Full-Time, Hybrid)

**Reports to:** Director of Development

**Location:** Bay Area

**Schedule:** Monday - Friday, 9:00 AM - 5:00 PM

**ABOUT TECH EXCHANGE:** Tech Exchange is a nonprofit organization committed to advancing digital equity by refurbishing and distributing technology, offering digital skills training, and supporting broadband adoption in underserved communities. Through our ITAD (IT Asset Disposition) social enterprise, we repurpose donated technology to fund our mission-driven programs while reducing e-waste.

#### **ABOUT THE ROLE:**

Tech Exchange is seeking an energetic, experienced development professional to join us in the pivotal new role of Institutional Giving Manager (IGM). Reporting directly to the Director of Development (DoD), the IGM will work closely with Tech Exchange's fundraising, leadership, program, marketing, and finance teams in order to secure and steward funding from institutional donors. The IGM will primarily focus on growing Tech Exchange's support from foundation and corporate funders, while assisting with the management of government grants. This is a hybrid position; most duties can be performed remotely, with in-person attendance required 2-3 times a month in person at our Oakland headquarters and locations throughout the Bay Area.

#### **ESSENTIAL FUNCTIONS:**

**Foundation & Corporate Grants:** With the fundraising team, research, identify, cultivate, secure, and steward grants from private foundations and corporations. Track deadlines and manage recordkeeping for the grant pipeline. Collaborate with the DoD, Executive Director, Director of Programs, and other staff to develop grant proposals and budgets, and serve as lead writer for application and report narratives.

**Sponsorships:** Collaborate with fundraising and marketing teams to secure gifts and sponsorships from corporations and local businesses, with an immediate focus on Tech Exchange's spring 2025 gala event. Work with a graphic designer to develop landing pages, pitch decks, and other sponsorship materials. Coordinate the effort to identify qualified sponsor prospects, develop custom packages, and secure sponsors. Steward sponsorships to ensure sponsors receive appropriate recognition and benefits, and coordinate ongoing sponsor engagement efforts.

Online

[www.techexchange.org](http://www.techexchange.org)

Follow us on Social!

@techxorg



In Person

**Tech Exchange**

2530 International Blvd.

Oakland, CA 94601

**EIN: 92-2199377**

Call or Text

**510-866-2260**



**Development Communications & Operations:** Schedule and attend meetings with funders, partners, and team members, in order to achieve institutional fundraising objectives. Contribute content for Tech Exchange’s monthly e-newsletter, annual impact report, website, and other materials. Supported by the Development Coordinator, maintain accurate recordkeeping for grants, applications, reports, and other materials, as well as institutional funder contact information and touchpoints. Use data to create meaningful reports in order to analyze efforts, meet targets, ensure compliance, and create plans/projections for future support. Provide support for the spring gala and other fundraising/cultivation events. Other duties as assigned.

**Government Funding:** Manage a growing portfolio of grants from state, local, and federal sources. Coordinate with management and programs teams to track, complete, and submit reports and payment requests for existing grants. Collaborate with leadership, partners, and a contracted government grant writer to create and submit new applications.

**REQUIRED QUALIFICATIONS:**

- Bachelor’s Degree or equivalent educational/professional experience
- 3-5 years of demonstrated experience securing grants and sponsorships for mission-driven organizations, through relationship-building and proposal development
- Excellent written and verbal communication skills and a high attention to detail
- Strong project management skills; ability to coordinate information from multiple team members, manage competing deadlines, and keep plans on track
- Proficiency in Google Workspace, Microsoft Office, and CRM databases (Salesforce preferred)
- Understanding of and commitment to Tech Exchange’s digital equity mission
- Knowledge of the Bay Area tech and philanthropic communities
- Ability to work flexible hours, including evenings and weekends, as needed
- Ability to work both independently and collaboratively with diverse team members and constituents
- Home office setup with reliable broadband access for remote work, as well as ability to attend in-person meetings and events in Oakland and the Bay Area approximately 1-3 times per month.

**COMPENSATION:** \$90,000.00 annually

**Benefits:**

- Competitive salary and benefits package.

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- Opportunity to make a tangible impact on underserved communities.
- Professional development and growth within a mission-driven organization.

### **Application Information**

To apply, please submit your professional resume and a cover letter that conveys your interest and alignment with the position to [jobs@techexchange.org](mailto:jobs@techexchange.org). After a preliminary screening, candidates will be asked to provide a sample of a successful grant application and/or other materials to demonstrate their expertise.

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