



**Center for Volunteer & Nonprofit Leadership  
Business & Fund Development Manager  
Position Description**

**Status:** Exempt, Full-time  
**Reports to:** CEO

**Center for Volunteer & Nonprofit Leadership (CVNL)** is seeking a Business & Fund Development Manager to drive sustainable financial growth through fundraising and boosting sales of programs and services in targeted markets.

Working closely with the CEO and Program Directors, the Manager is responsible for:  
**Fund Development:** Planning and implementing CVNL's fundraising including, grant research and writing, corporate strategy and solicitation, and individual campaigns.  
**Business Development:** Developing relationships with new and existing clients to support the CEO's role as the primary business developer and ambassador of CVNL.

Center for Volunteer & Nonprofit Leadership (CVNL) is dedicated to advancing nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community. The Manager plays a key role in addressing the needs of Bay Area nonprofit leaders by providing them with the tools and training they need to take their impact to the next level.

Serving the Bay Area for over 50 years, CVNL knows that passion alone isn't enough when it comes to creating strong nonprofits. With a mission to advance nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community, CVNL works with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. [www.cvnl.org](http://www.cvnl.org)

CVNL is committed to providing resources and services aimed at creating a stronger nonprofit sector and a more engaged community. We offer a dynamic, team-oriented work environment and the opportunity to be part of a highly regarded organization.

**General Responsibilities**

- Oversee grant management including research, proposal writing, and reporting
- In partnership with the CEO, coordinate Corporate Sponsorship recruitment and retention
- Develop and implement an individual donor program
- With CEO and Directors develop a growth strategy focused both on financial gain and customer satisfaction
- Research feasibility for a planned giving program
- Represent CVNL at community events
- Oversee fundraising database
- Conduct research to identify new markets and customer needs
- Develop relationships with prospective clients, while maintaining existing client relationships
- Become a subject matter expert on our business products, programs and services



- Arrange meetings with prospective clients
- Promote CVNL's products/services addressing or predicting clients' needs
- Other duties as assigned

### **Requirements**

- Embrace the mission of CVNL and have passion and commitment to the nonprofit sector
- Strong interpersonal, planning and time management skills
- Demonstrated track record of successful proposal, grant writing and sales
- "Self-starter" and goal driven to initiate visits and calls
- Organized and exhibits "follow through" on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Excellent verbal, written and negotiation skills, including facilitation of group presentations
- Spanish language proficiency a plus
- Familiarity with North Bay communities a plus
- Demonstrated ability to work with diverse constituents
- Proficiency in Microsoft Office applications and CRM software, including Outlook, Word, Excel, PowerPoint
- A bachelor's degree or equivalent work experience in related field
- Minimum of three years' experience in nonprofit fundraising, business development, or a relevant role
- Experience with online research, including social media, to identify new leads and potential new markets
- Experience in customer support a plus

### **Physical Demands**

In addition to basic computer desk work, the employee is required to stand, walk, and reach above shoulders, and climb or balance. The employee may occasionally lift and/or move up to 20 pounds.

### **Salary and Benefits**

Competitive/commensurate with experience and other qualifications. This is a full-time position with benefits.

### **To be considered an applicant**

- Email resume and cover letter to: [ljacobs@cvnl.org](mailto:ljacobs@cvnl.org)
- Please put Business & Fund Development in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email
- Resumes must be submitted with a cover letter
- No phone calls please

*CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. The Agency policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.*