



**Center for Volunteer & Nonprofit Leadership (CVNL)  
Program and Development Assistant  
Position Announcement  
March 10, 2020**

**Position Title:** Program and Development Assistant  
**Position Type:** Full-time, non-exempt  
**Reporting To:** Director of Learning & Leadership  
**Location:** 65 Mitchell Blvd, Suite 101, San Rafael, CA 94903

**Position Description:**

We are looking for a dynamic, collaborative, detail-oriented, and tech-savvy assistant to provide administrative support to our Consulting Services, Learning & Leadership, and Development Departments. This person will perform broad administrative functions, assist in program development, and support fundraising efforts.

**Position Overview:** Reporting to the Center's Director of Learning & Leadership, the Program and Development Assistant (PA) supports the development and implementation of our consulting and training programs that build the capacity of the nonprofit sector across the North Bay. The PA coordinates the planning and production of CVNL's training programs, including workshops, leadership programs, and peer affinity group meetings. For consulting, the PA maintains core administrative systems related to client communications, marketing, proposal development, contracting, invoicing, and project evaluation. The PA also assists with the administration of fundraising efforts for both programs, including tracking and reporting for individual, government, and institutional donors. This is a great opportunity to build your skills in nonprofit programming, budgets, and fundraising, while putting your technical and communication skills to work for CVNL and the many nonprofits we serve across the North Bay.

**About CVNL:**

Serving the Bay Area for over 55 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)

**Responsibilities:**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

- Provide organizational support to the Directors of Business & Fund Development, Consulting Services, and Learning and Leadership Programs to cultivate and maintain strong relationships with the nonprofit community
- Respond to general inquiries about CVNL's programs and services and provide resource information and referrals
- Schedule, promote, and provide logistical support for all workshops and events, including processing registrations and applications, managing vendor contracts, and tracking attendance
- Assist in creating marketing content, outreach plans, and online pages for training events and consulting services
- Prepare and process all client/consultant agreements and invoices, and maintain records on all consultant assignments
- Assist in data management and analysis, working within a CRM database, to strategize for program growth
- Gather data and prepare grant proposals and reports to foundation and corporate donors
- Conduct prospect research on foundations and corporations to evaluate potential for support
- Assist with donation processing, donor stewardship, and annual appeals to donors



- Collaborate with marketing and events team on internal and external constituent needs

**Qualifications:**

- Bachelor's degree
- Demonstrated passion for and commitment to the nonprofit sector preferred
- Three years' experience in a nonprofit setting or equivalent, with proven administrative skills
- Excellent written and verbal communication skills
- Experience managing and analyzing data
- Initiative and independent working style that demonstrates continuous effort to improve operations and provide exemplary service
- Strong organizational skills with ability to meet deadlines and manage multiple projects, timelines, budgets, and outcomes
- Maintain confidentiality of information and materials
- Effective in communicating and working with diverse audiences
- Able to work well both independently and in a team environment
- Strong technology skills including knowledge of MS Office (Excel, Outlook, PowerPoint) and comfort in learning new technology for data and project management

**Physical & Travel Requirements:**

- Ability to work occasional nights and weekends to support events/special projects.
- Able to travel throughout Marin and Bay Area.
- Routine moving and lifting of books, project materials, and technology equipment in meeting spaces
- In addition to basic computer desk work, the employee is required to stand, walk, reach above shoulders, and climb or balance. The employee may occasionally lift and/or move up to 25 lbs.
- Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions.

**Salary and Benefits:**

Salary will be commensurate with experience. This is a full-time non-exempt (hourly) position with benefits. Staff have regular opportunities to participate in professional development workshops and classes offered at CVNL.

**To be considered as an applicant:**

- Submit a cover letter and resume and complete the online assessments through [Indeed.com Program & Development Assistant](#)
- Incomplete assessments will not be considered.
- 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.*

*Submission of your application is not an offer of employment or an employment contract.*