



Fund Development Manager Volunteer Job Description

About Us

PRERNA is a non-profit humanitarian organization that empowers refugees with opportunities to rebuild sustainable lives in the United States. We help refugees across all ethnicities and faiths become independent with continuum care. Our services include housing, supplies, healthcare, education, employment and cultural assimilation. We are located in Santa Clara County, California.

Description

The Fund Development Manager works with the Executive Director and Board members to plan and coordinate all aspects of fund development. Their core role is to provide leadership on all fundraising initiatives including special events, sponsorships, donor cultivation, grant research and writing.

Qualifications

- Experience in fundraising for nonprofit organizations
- A broad range of connections in the public and private sectors
- Knowledge of long-term grants (three to five years)
- Grant research and writing skills
- Ability to manage a team of grant writing and research volunteers
- Ability to work well with PRERNA's team leads and with a diverse range of individuals and groups
- Strong project management and multitasking skills
- Professional etiquette and experience to work with nonprofit boards

Other

- Approximately 10-15 hours a week
- Flexible hours

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