



Volunteer Center OF THE LEHIGH VALLEY

Job Title: Corporate Outreach & Development Manager

Organization Overview: The Volunteer Center of the Lehigh Valley is dedicated to making a positive impact on the community by providing essential services and support to those in need. Fundraising is crucial to sustain our programs and services. We are seeking a Corporate Outreach & Development Manager to lead our fundraising efforts.

Position Summary: The Corporate Outreach & Development Manager position is responsible for planning, implementing, and overseeing all fundraising activities. This role focuses on donor cultivation, grant writing, event planning, and strategic partnerships. This position works closely with the CEO.

Key Responsibilities:

- **Fundraising Plan:** Develop and execute a comprehensive fundraising plan, including individual giving, major gifts, grants, and special events.
- **Donor Relationships:** Cultivate and maintain relationships with current and prospective donors, ensuring regular communication and recognition.
- **Grant Management:** Research, write, and manage grant proposals and reports to foundations, corporations, and government entities.
- **Event Planning:** Plan and oversee fundraising events, ensuring alignment with organizational goals and donor engagement.
- **Record Keeping:** Maintain accurate records of fundraising activities and donor information using appropriate CRM systems.
- **Corporate Partnerships:** Identify and engage potential corporate partners to support volunteer initiatives and events.
- **Volunteer Programs:** Develop and manage corporate volunteer programs, ensuring meaningful engagement for participants and alignment with organizational needs.
- **Collaboration:** Collaborate with the Community Relationship Manager, and Board members to achieve fundraising goals.

Qualifications:

- **Education:** Bachelor's degree in Nonprofit Management, Business Administration, or related field.
- **Experience:** Minimum of 3 years in nonprofit fundraising or development with a proven track record in securing funds from diverse sources.
- **Communication Skills:** Excellent written and verbal communication skills, including the ability to write compelling donor communications.
- **Technical Skills:** Proficiency in fundraising software, Salesforce, and/or other CRM systems.
- **Leadership:** Strong leadership and management skills.
- **Commitment:** Deep commitment to the organization's mission and values.
- **Strategic Thinking:** Strong strategic thinking and problem-solving skills.
- **Flexibility:** Ability to adapt to changing circumstances.

This is a full-time position with a competitive salary and benefits package. The role is ideal for a motivated and experienced fundraising professional passionate about making a difference in the community.

If you are interested, please send an email with your resume to Karen Smith at karen@volunteerlv.org

Please also visit our website to learn more about the Volunteer Center. www.volunteerlv.org