



Job Title: Development Manager
Department: Corporate
Reports To: Director of Public Affairs
Status: Full-Time; Exempt

The **Development Manager** plays a key role in advancing CET's workforce development mission by securing public and private funding to support training and employment initiatives. Reporting to the Director of Public Affairs, the Development Manager is responsible for identifying funding opportunities, developing and submitting compelling grant proposals, and cultivating relationships with funders.

This role collaborates with internal teams and external partners to align fundraising strategies with CET's strategic priorities. As a liaison to public and private funding entities, the Development Manager ensures timely, accurate, and compliant submissions that drive CET's growth and impact.

ESSENTIAL JOB FUNCTIONS (may include but is not limited to the following):

Grant Development and Fundraising Strategy

- Research, develop, and write grant proposals, inquiries, letters of intent, reports, and other fundraising communications that support CET's mission and strategic goals.
- Identify and assess funding prospects by analyzing CET's internal files and external sources such as foundation directories, IRS 990s, annual reports, and funding databases.
- Lead the coordination and management of all phases of the proposal development process, ensuring alignment with CET's strategic priorities and collaboration across departments.
- Ensure compliance with all grant requirements, interpreting and following funder guidelines with 100% accuracy.
- Prepare compelling and tailored submissions for individuals, corporations, foundations, and government entities.
- Oversee timely submission of proposals, renewals, reports, and correspondence, ensuring quality and completeness.

Relationship and Donor Management

- Serve as a liaison to federal, state, and private funding agencies, maintaining positive, mission-aligned relationships with funders.
- Build and sustain a pipeline of prospective donors and funders by identifying new opportunities for support.
- Collaborate with CET staff to incorporate input and ensure proposals reflect current programmatic needs and impact.
- Draft acknowledgment letters, stewardship reports, and other donor communication to ensure continued engagement and transparency.

Grants Management and Reporting

- Maintain a comprehensive tracking system for grants, proposals, deadlines, and reporting requirements.
- Monitor proposal outcomes, evaluate success rates, and make strategic adjustments to improve results.
- Provide clear timelines and coordinate with key staff to ensure timely and accurate completion of required documents and reports.
- Analyze funding trends and provide data-informed recommendations to the CEO and senior leadership.

Administrative and Budget Coordination

- Maintain accurate records of all development-related activities, including electronic files, correspondence, and notes from meetings and calls with funders.
- Collaborate with finance and administrative teams to ensure proper allocation and tracking of grants and donations.
- Work with the fiscal department in the development and management of proposal budgets in compliance with institutional priorities and funder requirements.
- Collect and compile program data to support funding requests and reports.

Fundraising Events and Stakeholder Engagement

- Support and attend CET's fundraising and donor engagement events.
- Contribute to CET's annual needs assessment and other strategic fundraising initiatives.
- Represent CET in meetings with funders, partners, and at professional development events to stay informed on industry trends and opportunities.

REQUIRED KNOWLEDGE AND ABILITIES:

- Proven track record of securing grants from foundations, corporations, and government entities.
- Exceptional written and verbal communication skills, with demonstrated ability to craft compelling narratives.
- Strong project management and organizational skills; ability to manage multiple deadlines and priorities effectively.
- Proficiency in donor management systems (CRM), grant tracking tools, and Microsoft Office Suite.
- Strategic thinker with strong research and analytical capabilities.
- Knowledge of nonprofit compliance regulations, budgeting, and financial reporting.
- Adaptable, detail-oriented, and committed to teamwork and collaboration.
- Ability to occasionally work evenings and weekends as required for fundraising events or deadlines.

- Commitment to CET's mission of providing education and training that promotes self-sufficiency and career success.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree preferred.
- Minimum of five (5) years of progressively responsible experience in grant writing, fundraising and/or development.
- Familiarity with the compliance requirements of public and private grants and contracts.
- Experience in liaising with funders, government agencies, and program staff.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

EQUAL EMPLOYMENT OPPORTUNITY

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

Job Type: Full-time

Pay: \$70,000 - \$90,000 per year

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person - 701 Vine St, San Jose, CA 95110