

Business Development Volunteer

Acumen Fund is a global non-profit venture capital fund, focused on supporting the delivery of critical services – water, health, housing, energy – at affordable prices to the four billion people earning less than four dollars a day in India, Pakistan, and East Africa. Acumen Fund seeks to prove that small amounts of philanthropic capital, combined with large doses of business acumen, can build thriving enterprises that serve vast numbers of the poor. Acumen Fund has successfully impacted over 10 million lives so far, through over \$30 million invested in South Asia and Africa. Its country offices in India, Pakistan and Kenya work closely with the New York team to identify and support local social enterprises. Through our investments we address problems of poverty using market based approaches, demonstrating that there is a role for patient capital, intensive management assistance, and knowledge sharing at the base of the pyramid. www.acumenfund.org

Position Description

Acumen Fund's Business Development team is responsible for prospecting new donors, managing existing donor relationships (individual, foundation, corporate) and general contact and external relationship management at Acumen Fund. The Business Development Volunteer will be responsible for supporting the team by ensuring all data being tracked is up-to-date and assisting with supporting the team's activities.

The volunteer will be responsible for data entry, gift acknowledgement processing, and data maintenance to support on-going outreach. The Business Development team is also implementing a new database, migrating from Raiser's Edge to Salesforce-based Common Ground. Depending on the time availability and skills of the volunteer, there may be the opportunity to assist the Business Development Associates with projects related to this migration.

This position is expected to require 15-20 hours per week and last for at least the fall semester (through December).

More detailed responsibilities include but are not limited to:

- Ensuring all data related to outreach and relationship tracking is accurately entered into the BD database in a timely manner
- Ensuring all data related to new contacts is accurately entered into the BD database in a timely manner
- Helping with data maintenance and data clean up activities
- Assisting with tracking gift acknowledgement letters, including sending electronic and regular mail acknowledgements for all payments; reminder letters for payments due and commitment letters for all new intentions to give.
- Helping to create constituent and donor segmentation lists for appeals, special events, progress reports, and mailing lists for events such as our annual celebration.
- Assisting with filing of hard copy donation materials
- Ensuring printed collateral is up to date and available, to support outreach and communication to potential donors
- Helping manage all postmaster@... correspondence,

Qualifications

Candidates for the Business Development Volunteer role should have a passionate commitment to Acumen Fund's mission of solving the toughest problems of poverty, a strong entrepreneurial spirit and excellent attention to detail. Strong candidates will have excellent organizational skills and an ability to manage and deliver projects independently and proactively in a fast-paced work environment.

Put another way, you are a detail-oriented, hard-working, get-things-done kind of person who will get a kick out of doing something really valuable for our team, even if it's not especially glamorous. In exchange, you'll learn a lot about what we do, both in Business Development and at Acumen Fund more broadly and there will be opportunities for stretch assignments if you can do a great job on your core responsibilities.

In addition, most likely you will have:

- Completed or currently be enrolled in an Undergraduate degree program
- Prior internship experience in a fast paced environment, with a demonstrated ability to work quickly and accurately
- Facility with software tools and an ability and interest in learning on the job (previous experience with Raiser's Edge or Common Ground not required)
- Maturity, excellent interpersonal skills, and an ability to communicate effectively
- Commitment to accuracy, attention to detail and follow-through
- Enthusiasm for Acumen Fund's mission and business model, and respect for the organization's core values: leadership, listening, generosity, accountability, audacity, humility and respect.

Compensation

This position will be unpaid.

Location

New York, NY

To Apply

Send a cover letter and resume to emerger@acumenfund.org. Please include the job title "Business Development Volunteer" in the subject line. Deadline for applications is 5:00pm July 31st.