

Neel Shah

Fundraising Manager

NS

Bengaluru, India neel.shah@example.com Fictional sample

01 Professional profile

Fundraising Manager with an illustrative 11-year career focused on fundraising planning, donor communication and proposal coordination. Core strengths include Proposal writing, Donor research and Campaign planning. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 – Present

Fundraising Manager

Asterline Community Foundation · Bengaluru

Delivered defined workstreams in fundraising planning, donor communication and proposal coordination, coordinating reviewers and delivery partners.

- Coordinated a clearer programme narrative and budget explanation with delivery leads.
- Created a reporting cadence that distinguished outputs, observed changes and unproven impact claims.

Jul 2018 – Jun 2022

Fundraising Manager

Northmere Community Foundation · Bengaluru

Developed hands-on experience across fundraising planning, donor communication and proposal coordination, with a defined review process.

- Used proposal writing and stewardship on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 – Jun 2018

Programme Assistant

Cedarfield Community Foundation · Bengaluru

Built foundations through supported assignments, observation and practical feedback.

- Assisted with donor research and budget narratives, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

Proposal writing

Donor research

Campaign planning

Stewardship

Budget narratives

Impact communication

SELECTED WORK

Programme funding proposal

Proposal package and assumptions note

Donor stewardship cycle

Stewardship plan and donor update templates

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

03 Programme & community work

Build support around a credible mission.

WORK EXAMPLE 01 / ILLUSTRATIVE Programme funding proposal Prepared for handover Proposal package and assumptions note	Context Existing proposals did not connect budgets to planned activities. Contribution Coordinated a clearer programme narrative and budget explanation with delivery leads.
WORK EXAMPLE 02 / ILLUSTRATIVE Donor stewardship cycle Prepared for handover Stewardship plan and donor update templates	Context Updates emphasised activities without explaining learning. Contribution Created a reporting cadence that distinguished outputs, observed changes and unproven impact claims.

04 Education

2013 – 2015 Master's in Nonprofit Management Asterbridge Institute of Professional Studies Specialist study with a practice focus on proposal writing and donor research.
2009 – 2013 Bachelor-level study in the relevant discipline Cedarhaven College of Applied Studies Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024 Proposal writing - advanced practice workshop Scenario exercises and peer review in fundraising planning, donor communication and proposal coordination.
2025 Stewardship - reflective practice seminar Applied learning reviewed through a bounded example and a written reflection. Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Fundraising planning, donor communication and proposal coordination	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.