



Washington, DC  
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(847) 530-2079

## EDUCATION

**Michigan State University**, East Lansing, MI  
**Bachelor of Arts: Professional Writing**, Minor: Educational Studies

**Dec. 2014**

## EXPERIENCE

**Director, Development & Communications, Alpha Omicron Pi Foundation**, Brentwood, TN **Oct. 2021 – present**

- Create and organize annual giving plans, including five direct mail pieces (four appeals and one stewardship), two giving days, and tribute appeal (all exceeding stretch goal amounts)
- Manage social media and communications efforts, including e-newsletters, social media, donor appeals, announcements, and event communications
- Collaborate in planning donor stewardship events in locations across the country, including Chicago, Denver, and Napa Valley
- Assist committee chairs and Board liaisons in managing three committees as staff liaison, including meeting management

**Individual Giving Manager, Community of Hope**, Washington, DC **Dec. 2020 - Sep. 2021**

- Wrote fundraising appeals and closed out one of the most successful fundraising years for individuals for the organization, as well as led capital campaign appeal writing, including its mailing
- Managed monthly giving program and relationships with donors, including stewardship calls and cultivation of new donors (up to five new members in one month)
- Supervised a team member and supported them on tasks: database entry/reporting, in-kind donations, and other duties

**Corporate/Cause Marketing Manager, Meals on Wheels America**, Arlington, VA **Mar. 2020 - Sep. 2020**

- Built out a pivoted volunteer process for the organization's corporate partners by matching local programs with major corporations' virtual capabilities
- Managed exhibitors for first virtual conference in Swapcard/Zoom, including solicitation, outreach, and payment processing
- Assisted corporate team in fundraising during COVID-19 pandemic, raising over \$38 million for COVID-19 Relief Fund. Prepared prospect briefs, reports, and other materials as needed

**Northwestern Settlement**, Chicago, IL **Jul. 2018 – Mar. 2020**  
**Board Relations & Development Associate** Jun. 2019 – Mar. 2020  
**Development & Communications Coordinator** Jul. 2018 – Jun. 2019

- Managed Board of Directors and four auxiliary boards on fundraising efforts and stewarding their relationships with the organization, including with an annual give/get of \$25,000 for Directors
- Coordinated major giving appeals semiannually and aided in planning fundraising events, increasing funds raised year over year, surpassing FY19 goals and FY20 goals
- Handled migration to Raiser's Edge from homegrown CRM, ensuring data migrated over to new system, and trained team members on RE, including gift entry and acknowledgment processes
- Assisted in other development areas as needed, including grant writing/editing, email and social media communications, design projects in Adobe, and volunteer coordination

**Special Project Manager, P2 Consulting Inc.**, Chicago, IL **Jul. 2017 – May 2018**

- Managed nonprofit clients development/fundraising capabilities (and occasional political clients) including:
  - Writing, researching, and managing grants and reporting, resulting in total grants awarded for over \$250,000 from Fortune 100 companies and major foundations
  - Planning, organizing, and running large fundraising events, including solicitation of sponsorships, guests, vendor selection, and setup/breakdown
  - Managing donor databases and donor acknowledgment

**Grant Administrator, SmithBucklin**, Washington, DC **Jul. 2016 – Jul. 2017**

- Managed the USDA/Foreign Agriculture Service grant for the U.S. Apple Export Council by processing invoices from consultants around the country and world, writing and editing a grant for funding from USDA, and managing budget and grant compliance in internal USDA system, Microsoft Excel, and Microsoft Access

**Grants Administrator, KaBOOM!**, Washington, DC (Contract Role) **Sep. 2015 – Feb. 2016**

- Provided temporary support to the grants team for the Build It Yourself program, including reviewing and assessing grant applications to move forward in the grant process and composing monthly email newsletter to external partners

## SKILLS

**Languages:** French (advanced), Spanish (basic)

**Softwares:** Blackbaud (Raiser's Edge, RE NXT), Adobe Creative Cloud, Microsoft Office suite, Google Suite