



Washington, DC
allison.lf.marino@gmail.com
(847) 530-2079

EDUCATION

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

December 2014

EXPERIENCE

Community of Hope, Washington, DC

December 2020 - present

Individual Giving Manager

- Wrote the year-end fundraising appeal and assisted in closing out one of the most successful fundraising years for individuals for the organization
- Managed the monthly giving program and relationships with those donors, including growing the program by five new donors in one month
- Supervised one team member and supported them on database entry/reporting (Raiser's Edge/RE NXT), in-kind donations, and other tasks

Meals on Wheels America, Arlington, VA

March 2020 - September 2020

Corporate/Cause Marketing Manager

- Built out and pivoted volunteer process for the organization's corporate partners by working with local programs to match their virtual opportunities with corporations' capabilities during COVID-19 pandemic
- Organized exhibitors for annual conference, which was virtual for the first time in Swapcard/Zoom, including solicitation, outreach, and payment processing
- Assisted corporate team in fundraising during COVID-19 pandemic, collectively raising over \$38 million for COVID-19 Relief Fund. Responsible for the preparation of prospect briefs, reports, and other materials as needed

Northwestern Settlement, Chicago, IL

July 2018 – March 2020

Board Relations & Development Associate

June 2019 - March 2020

Development & Communications Coordinator

July 2018 – June 2019

- Managed Board of Directors and four auxiliary boards, especially on fundraising efforts and stewarding their relationships with the organization with an annual give/get of \$25,000
- Coordinated major giving campaigns/appeals semiannually and aided in planning fundraising events, increasing funds raised year over year, surpassing FY19 goals and on track to surpass FY20 goals (fiscal year July 1 to June 30)
- Handled migration to Raiser's Edge from homegrown CRM, ensuring data was clean and migrated over to new system, trained team members on new system, 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, volunteer coordination, etc.

P2 Consulting Inc., Chicago, IL

July 2017 – May 2018

Special Project Manager

- Managed nonprofit clients development/fundraising capabilities including:
 - Writing, researching and managing grants and reporting, resulting in multiple grants awarded totaling over \$250,000 from organizations such as Fortune 100 companies and major foundations
 - Planned, organized and ran major fundraising events, including solicitation of sponsorships, guest lists, setup and vendor selection and event management
 - Managing donor databases and acknowledging donors (Blackbaud Altru and NGP VAN/Everyaction)
 - Basic design projects of donor materials using Adobe

SmithBucklin, Washington, DC

July 2016 – July 2017

Grant Administrator

- Managed the USDA/Foreign Agriculture Service grant for the U.S. Apple Export Council
 - Processed invoices from consultants around the country and world
 - Wrote and edited grant for funding from USDA
 - Managed budget and grant compliance in internal system, Microsoft Excel, and Microsoft Access

KaBOOM!, Washington, DC

September 2015 – February 2016

Grants Administrator (Contract Role)

- Provided temporary support to the grants team for the Build It Yourself program. Responsibilities included:
 - Providing assistance to grantees and applicants
 - Reviewing and assessing grant applications to move forward in the grant process
 - Composing monthly email newsletter to external partners