



Washington, DC  
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## EDUCATION

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

**December 2014**

## EXPERIENCE

**Alpha Omicron Pi Foundation**, Brentwood, TN  
**Director, Development & Communications**

**Oct. 2021 – present**

- Organize and manage annual giving, including four direct mail appeals and one stewardship piece, two giving days, and a tribute appeal (all exceeding their stretch goal amounts)
- Manage social media and communications efforts for the organization, including e-newsletters, Facebook, Instagram, donor email appeals, announcements, and event communications
- Collaborate in planning donor stewardship events in locations across the country, including Nashville, Chicago, and Indianapolis, as well as virtual events
- Assist with committee chair in managing three committees as staff liaison, including meeting management

**Community of Hope**, Washington, DC  
**Individual Giving Manager**

**Dec. 2020 – Sept. 2021**

- 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  
**Corporate/Cause Marketing Manager**

**Mar. 2020 – Sept. 2020**

- 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  
**Board Relations & Development Associate**  
**Development & Communications Coordinator**

**Jul. 2018 – Mar. 2020**

Jun. 2019 – Mar. 2020

Jul. 2018 – Jun. 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  
**Special Project Manager**

**Jul. 2017 – May 2018**

- 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  
**Grant Administrator**

**Jul. 2016 – Jul. 2017**

- 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

**Sept. 2015 – Feb. 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