

# JANE SMITH

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## EXPERIENCED NON-PROFIT DEVELOPMENT ASSISTANT & TEAM LEADER

Fundraising & Donor Relations/Special Event Planning & Coordination/Program Development & Expansion

### PROFESSIONAL PROFILE

An entrepreneurial, community-oriented, and result-driven Humanitarian with a relentless passion for improving the lives of others and a demonstrated track record of success in building and expanding campaigns, grassroots organizing, fundraising, and mobilizing public action. Recognized as a performer accustomed to working under fast-paced, high-pressure, time-sensitive conditions with little or no supervision. Flexible in accepting assignments and responsibility with a proven ability to manage multiple responsibilities/projects simultaneously, proactively resolve issues, consistently exceed established goals and objectives, and interact effectively with all levels of support staff and management including local and state agencies. Exceptional interpersonal, organizational, presentation and communication skills. PC, Mac, and Microsoft Office proficient. Experienced in The Raiser's Edge, Donor Perfect, and Social Media Networking. Fluent in Spanish.

### CORE COMPETENCIES

- *Fundraising & Development*
- *Project/Program Management*
- *Donor Identification/Relations*
- *Vendor Sourcing & Selection*
- *Event Planning/Coordination*
- *Staff Supervision/Training*
- *Grant Prospect Research*
- *Leadership/Team Development*
- *Community Education/Outreach*
- *Volunteer Recruitment/Retention*
- *Database/Records Administration*
- *Public/Media/Client Relations*

### EDUCATION/CERTIFICATIONS

**Bachelor of Arts in International Studies; Concentration in Latin America; Minor in Spanish**

**Certificate in Translation Spanish to English and English to Spanish**

University of Rochester, Rochester, Michigan; Graduated: May 2009

### COMMUNITY INVOLVEMENT/VOLUNTEERISM

- Fundraising Team Leader, GLAAD
- Member, Habitat for Humanity
- Volunteer Organizer, Urban Ministry Center
- Volunteer, The Ada Jenkins Center

### NON-PROFIT EXPERIENCE/INTERNSHIPS

**ABC Company**

**Any Town, USA**

**Nov. 2010 - Present**

*Development Assistant (Contracted through Temp Agency)*

Oversaw the day-to-day operations of the Development Office for the largest non-profit organization exclusively devoted to providing free legal services in the United States with an annual budget of \$40M.

- Selected as the lead staff member responsible for managing the Donor Perfect Database; entered data from individual and major donors, verified accuracy of information, processed and acknowledged all grants and gifts, and reconciled donations with finance department.
- Prepared fundraising reports and analysis for Development Consultants, Director of Development, Senior Management, and the Board of Directors; created and implemented new protocols and procedures to increase group collaboration and office efficiency.
- Researched, analyzed, and archived data for a variety of market research, budget administration, business development, and gift stewardship initiatives; processed check requests, reimbursements, and invoices.
- Identified priority prospects for contact and prepared correspondence; scheduled meetings for the Executive Director/Director of Development.

**ABC Company**

**Any Town, USA**

**Jul. 2010 - Present**

*Fundraising Team Leader Volunteer/Special Events Intern*

- Spearheaded a fundraising team of fifty (50) volunteers; raised more money than any previous group.
- Oversaw the donation program; identified prospects, conducted outreach and solicitation, secured donations, wrote thank you letters, and maintained donation inventory using Excel and The Raiser's Edge.
- Marketed events; coordinated mailings, posted on community event calendars, maintained web updates, and utilized social media to publicize on the Internet.
- Assisted with event management; registered attendees, tracked RSVP's, coordinated vendors, and worked day-of event.

**NON-PROFIT EXPERIENCE/INTERNSHIPS (CONTINUED)**

**ABC Company** Any Town, USA Oct. 2010 - Oct. 2010  
*Program and Human Rights Advocacy Intern*

- Provided assistance on Partnership for Change projects; wrote proposals, generated reports, updated program details, and developed organization profiles.
- Researched public interest topics in support of ABC Company's mission.

**ABC Company** Any Town, USA Sept. 2008 - Sept. 2008  
*Fundraising Coordinator*

- Spearheaded fundraising efforts for a non-profit responsible for building schools for girls in Central Asia.
- Managed fundraising committee; recruited, coordinated, and inspired seventy (70) volunteers, marketed events, and tracked incoming donations.
- Raised over \$10K; identified prospects, conducted outreach, participated in interviews, and secured donations.
- Coordinated and hosted community awareness events; generated interest and gained support.

**PROFESSIONAL HISTORY (FOR-PROFIT SECTOR)**

**ABC Company** Any Town, USA Sept. 2010 - Nov. 2010  
*Administrative Assistant*

Planned, coordinated and implemented special projects and program operations and services for the High School Guidance Counselor at a K-12 private school for students with learning disabilities.

- Managed meetings and events for seventy (70) students and their parents; maintained list of events, coordinated schedules, and communicated details.
- Established and maintained strong working relationships with teachers, parents, and students; answered phone calls, alleviated problems, and increased cooperation and efficiency.
- Managed projects as assigned; determined project objectives, coordinated recruitment of personnel, monitored progress, and resolved issues as required.

**ABC Company** Any Town, USA Sept. 2009 - May 2010  
*Manager*

- Trained and supervised a staff of thirty (30); planned staff schedules to ensure adequate manpower coverage.
- Analyzed daily, monthly, and yearly sales; maintained and monitored staffing, levels, skills, and motivation to fulfill organizational requirements.
- Maintained excellent customer service skills and a proven record as a top sales performer; consistently exceeded daily sales quotas of up to \$25K.
- Promoted from Sales Associate to Manager, 2009.

***Additional Experience:***

Technical Support Associate, ABC Company, Any Town, USA, Apr. 2007 - May 2009

*Personal and Professional References Furnished Upon Request*