

SUSAN DOE

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OBJECTIVE

To obtain a management position in fundraising/development for a human services agency.

SUMMARY OF QUALIFICATIONS**Fundraising:**

- Developed campaign to raise \$1.3 million for new public library.
- Successfully wrote grants to achieve additional \$230,000 in funding.
- Assisted in \$3 million endowment campaign.
- Researched prospective donors; solicited donations from current donor list.
- Successfully implemented first fundraising activity event for Youth Services.

Administration and Communications:

- Updated accounting procedures for donations received.
- Recruited community volunteers for The Public Library, increasing volunteer staff by 20%.
- Maintained database of campaign donations; wrote monthly updates.
- Coordinated annual phone-a-thon for social services agency.
- Designed and authored campaign publications for city-wide distribution.
- Edited newsletter and campaign publications.

EDUCATION

Bachelor of Arts, The Evergreen State College, Olympia, WA 2006. Emphasis in Public Management

RELEVANT EXPERIENCE

Development Project Assistant, The Public Library, Tacoma, WA 2006-present.

Developed unique fundraising campaign incorporating local schools and businesses as partners in community outreach; exceeded \$1 million goal by 30%. Successfully obtained additional grant funding. Expanded volunteer program, ensuring smooth functioning of library despite city mandated decrease in full time employees.

Endowment Campaign Assistant, Olympic Private School, Tumwater, WA Summer 2006.

Provided administrative support in endowment campaign, researching and soliciting prospective donors. Produced and edited newsletters, publications and correspondence.

Administrative Assistant, City of Lacey Youth Services, Lacey, WA 2005-2006.

Developed and supervised volunteer staff of 15. Implemented first fundraising activity for agency, organizing and coordinating successful 5K walkathon.

References Available Upon Request