

Robert Smith

Interim Director of Development

PERSONAL STATEMENT

An accomplished development and communications professional with more than 15 years of experience seeks a position within the nonprofit sector. Consistently meets organizational goals with enthusiasm, flexibility and an entrepreneurial spirit. Extremely successful at building positive relationships beneficial to the organization by creating an environment of trust, collaboration and professionalism among staff, leaders and vendors.

WORK EXPERIENCE

Interim Director of Development

ABC Corporation - September 1997 - February 1999

Responsibilities:

- Included developing a comprehensive business plan to implement proven fund-raising principles to effectively reach the desired Hospitals audience.
- Coordinated and supervised a staff of three.
- The business plan included coordinating Hospital events Annual Gala Ball, Taste of Life, and Golf & Tennis Tournament.
- While overseeing and evaluating these programs and events the main responsibility was to identify, cultivate and solicit new donors for the Hospital.
- Conducted a comprehensive Planning and Feasibility Study that resulted in challenging the Hospitals constituency to raise \$10 million.
- Other responsibilities included the careful and guiding watch over the Hospitals Advisory Council.
- As Executive Director of the Advisory Council, the fund-raising arm of the Hospital was to lead and advise the Council.

Director Of Development

ABC Corporation - 1992 - 1997

Responsibilities:

- A non-profit conservation organization dedicated to preserving the rural character and open lands in the community.
- Work with the President, Board of Directors and Development Committee to design, develop and implement the DLCs fundraising efforts including annual appeals, grants, planned giving, special events and any additional special campaigns.
- Plan, with high-level volunteer support, two annual fundraising events generating more than \$200k and involving more than 650 guests.
- Develop written content for organization website, print and digital newsletters, special event programs and annual report.
- Research and write proposals to achieve the organizations annual grants budget, including those for general operating expenses and specific projects.
- Grant sources include private foundations and state/federal agencies.
- Implement a brand new organization-wide Planned Giving program including web content, printed documents and donor research..

CONTACT DETAILS

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www.qwikresume.com

SKILLS

CompTIA A+, ORACLE
Financials, HIPAA
Trained, Accounts
Receivable, Accounts
Payable, Payroll
Processing, IT Helpdesk.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

BS in Marketing and Economics - (Manhattan College - Riverdale, NY)