

Robert Smith

Business Development Officer

PERSONAL STATEMENT

Professional, hardworking self-starter with practical experience in non-profit development, social research, and public communication. Highly motivated with strong research, writing, analytical, and interpersonal skills.

WORK EXPERIENCE

Business Development Officer

ABC Corporation - October 2015 - February 2016

Responsibilities:

- Wrote and edited materials including fundraising appeals, website text, press releases, stories, and blog posts.
- Produced organizational processes for receiving gifts, managing documents, and performing other crucial tasks.
- Investigated integrity of database records, saving organization thousands of dollars.
- Coordinated Board of Trustees meeting and crafted communications between Foundation President and Trustees.
- Crafted and revised the Foundations brand and organizational identity.
- Connected with local health departments to introduce them to the Foundation.
- Wrote numerous blog posts, stories, and press releases, published on organizations website, providing the Foundation with some of its first content.

Development Officer

ABC Corporation - 2013 - 2015

Responsibilities:

- Responsible for the development, oversight, execution and monitoring of a diversified comprehensive fund development and public awareness plan, aligned with MADDs strategic plan.
- Oversight of corporate and foundation solicitation, individual giving, and all grant writing and fund raising programs at the regional level, which includes San Diego, Riverside and Imperial Counties.
- Plan and produce core fundraisers aligned with MADDs strategic plan, including marketing, managing and executing logistics for all fundraising activities.
- Research, develop and cultivate a dynamic prospect list including revenue projections and secured sponsorships.
- Develop, implement and manage fundraising strategies according to the annual development plan and strategy budgets, goals and objectives.
- Actively network through community organizations as appropriate to support fund development.
- Manage contract and agreement procedures to ensure successful fundraising implementation..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Project Management,
Event Planning,
Fundraising, Student.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor of Arts in Anthropology & Sociology - (URSINUS COLLEGE -
Collegeville, PA)