

Development Officer

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Competitive, detail-oriented, and results-oriented management professional with a passion for working within a corporate environment; possesses a broad spectrum of knowledge of team leadership, human resources, organizing, community engagement, and problem solving.

Skills

Microsoft Office, Microsoft CRM, Raiser's Edge.

Work Experience

Development Officer

Phi Sigma Sigma Foundation - 2013 - 2019

- Secure over \$140,000 in restricted and unrestricted funds in multi-year and annual donor pledges.
- Develop a customized goal and action plan for highly personalized solicitation of prospects.
- Develop and manage an extensive portfolio of prospective donors.
- Manage and maintain accurate records of donors to steward, support, and track cultivation and solicitation.
- Develop and implement donor retention strategies through donor recognition and stewardship programs.
- Secure over 350 face to face visits with alumnae members.
- Integrate a bequest/planned-giving program.

Development Officer

ABC Corporation - 2008 - 2013

- Handled alumni, friends, and corporate giving.
- Involved with annual, capital, and endowment giving in support of the university.
- Traveled around the country for individual and group presentations, follow-up and gift completion, program gift oversight and recognition, events and reports, and general stewardship.
- Achieved individual and corporate gifts that included donated software for campus student and staff use from alumni and Microsoft; major lab donation from the Dow Corning Foundation; scholarships and department support through the Kennecott Scholars.
- Coordinated with various campus department heads regarding needs assessment for first-ever major capital campaign.
- Participated in the development of various staff events, marketing materials, video productions, and recognition programs.
- Produced materials for live media presentations to educate and influence giving to the Foundation..

Education

