

# Robert Smith

## *Sr. Director of Development*

### PERSONAL STATEMENT

Enthusiastically do work that makes a positive impact in a fast paced atmosphere/environment. Enhance a team-centered environment with enthusiasm and pride in the brand and work that we represent. Utilize my creativity, problem solving skills and business development instincts in everyday duties.

### WORK EXPERIENCE

#### ***Sr. Director of Development***

**ABC Corporation - 2008 - 2011**

##### *Responsibilities:*

- Responsible for all grant writing which provided approximately \$300,000 in annual funding and managed grant reporting process.
- Managed strategies and activities for donor cultivation, solicitation, and relations, designed and implemented all fundraising activities, including annual giving, in-kind donations, campaigns, and special projects.
- Managed public relations and make community presentations.
- Managed the installation and implementation of Blackbauds Raisers Edge constituent management software.
- Established gift processing protocol and trained four (4) volunteers for day-to-day gift processing.
- Developed policies and procedures to streamline and guide data entry.
- Performed record audits to maintain data integrity.

#### ***Director Of Development***

**ABC Corporation - 2003 - 2008**

##### *Responsibilities:*

- Responsible for Annual Fund (\$47,000) while coordinating successful event fundraisers.
- Supported President, parents, teachers and volunteers to produce successful events.
- Coordinated development calendar meeting with volunteers for optimal event placement.
- Events included Fashion Luncheon, Dance Marathon, Lottery Calendar, Suzy Serio Farewell Event and the 15th Anniversary and Auction event.
- Published branded and promotional materials such as Annual Report and solicitation pieces.
- Produced Raiser Edge reports to support optimal constituent giving- fall &quot;ask&quot; letter, LYBUNT, acknowledgement process and phonathon cards.
- Authored proposals for events and mailing campaigns with estimated cost/benefit..

### Education

Bachelor of Science in Interdisciplinary Studies - (University of Central Florida - Orlando, FL)

### **CONTACT DETAILS**

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

### **SKILLS**

Fundraising, Strategic Planning & Development, Public Speaking, Event Management, Leadership Development, Microsoft Office, Quick Books, Program Management.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

