

Objective

Results-oriented professional with excellent communication skills and administrative experience. Background includes a variety of working environments with clear responsibilities.

Skills

Grant Writing.

Work Experience

Development Officer I

GRID Alternatives Greater Los Angeles - 2014 – 2019

- Prepare annual regional development plan and fundraising goals.
- Research and identify government, corporate and foundation funders for potential grant opportunities.
- Connect with staff at appropriate funding organizations to discuss potential grant opportunities for GRID Alternatives.
- Prepare grant proposals and letters of intent to vetted organizations.
- Funding from these proposals secured at a success rate of approximately 50%.
- Cultivate potential institutional funders and steward existing funders.
- Instituted a grant tracking calendar and prepare grant reports for all existing grants.

Development Officer

ABC Corporation - 2012 – 2014

- Managed a fundraising portfolio of over \$2 million directed at professionals giving \$1,000-\$50,000 to the Federations Annual Campaign.
- Worked on external communications aimed at raising money and educating the community about the mission of Federation.
- Planed events and phone-a-thons in collaboration with volunteers to cultivate new donors and engage current donors.
- Identified leadership opportunities and wrote proposals for individual and corporate prospects.
- Managed event and marketing budgets.
- Represented Federation in the Washington, DC community.
- Wrote strategic plans to implement Federations fundraising and marketing goals..

Education

Juris Doctor in Property Law - (American University, Washington College of Law)