

# ROBERT SMITH

## Director of Development

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Committed professional with broad-spectrum of experiences in business development, marketing and public relations. Special areas of focus are donor/consumer development, relationship building, volunteer management and empowering others. Strong written and verbal communication skills with innate ability to relate to diverse personalities. Dedicated to growth, improving performance and furthering the vision of the entire team.

### CORE COMPETENCIES

MS Office Certification.

### PROFESSIONAL EXPERIENCE

#### Director of Development

ABC Corporation - 2012 – May 2015

##### Key Deliverables:

- Secured \$2.5 million annual fund-raising revenue.
- Created and administered annual development plan and budget.
- Selected, trained, and coached multiple levels of personnel.
- Cultivated and stewarded individual and corporate donors.
- Administered fund-raising events and eight direct mail appeals annually.
- Researched and prioritized government and foundation grantors; directed proposal development and follow-up.
- Administered agency marketing and public relations activities.

#### DIRECTOR OF DEVELOPMENT

ABC Corporation - 2011 – 2012

##### Key Deliverables:

- Fundraising, Donor Relations, Church Relations, Writing for internal and external audiences via Facebook, Donor and Client websites, direct communications to donors, volunteers and clients.
- Organized and held the organizations first-ever fundraising banquets.
- Founded and organized the organizations first Legacy Giving Society, with 15 charter members.
- Skills Used Communicating highly nuanced messaging to diverse audiences.
- Public Speaking, Media Relations, Donor Relations, Church Relations, Processing and accurately documenting donations.
- Grant writing and stewardship.
- Client service..

### EDUCATION

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- Master of Arts in Management - (DOANE COLLEGE - Lincoln, NE)