

# ROBERT SMITH

## Development Officer III

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

### SUMMARY

Development officer, communications professional and administrator with 10+ years experience. Proven ability to establish and maintain important professional relationships with key personnel and various vendors.

### CORE COMPETENCIES

Net Community, Microsoft Office Suit, Adobe Creative Suite.

### PROFESSIONAL EXPERIENCE

#### Development Officer III

**ABC Corporation - March 1997 – April 2003**

##### Key Deliverables:

- Assisted with the Annual Giving Program for the College of Literature, Science, and the Arts.
- Supported the Assistant Director of Donor Relations in providing consultation, education and training to College departments, programs and institutes.
- Responded to ad hoc requests for information related to gift processing, event coordination, solicitation, methodology and stewardship.
- Assisted with planning and execution of off campus visits and events.
- Provided secretarial and administrative support to three major gift officers (fundraisers) for the College of Literature, Science, and the Arts.
- Created and maintained databases for alumni/donor related events.
- Initiated first-time calls to new alumni/ae and prospective donors for fundraising activities.

#### Development Officer

**Kaua'i Habitat For Humanity - 1993 – 1997**

##### Key Deliverables:

- Identify, cultivate, solicit and steward qualified individual prospects and donors, managing a portfolio of qualified relationships around the island.
- Conduct cold calls, face-to-face visits and other activities to inform and update new prospective donors and existing donors about our current mission and projects at hand.
- Work independently and be self-motivated in initiating contacts with potential donors seeking 5 to 6 figure gift donations.
- Position Group/Event Coordinator Responsible for coordination and execution of all aspects of the volunteer programs relating to group volunteers, especially Global Village, Thrivent and all other groups assigned.
- Prepare, plan and execute affiliate events including house-blessings, build-a-thons, cultivation events, introductory meet and greet events, mahalo parties, private fund-raising receptions Write press releases for distribution to Global Village volunteers hometowns informing them of their impact of the volunteer build on Kauai.

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- Serve as liaison between affiliate and group to provide stewardship.
- Work as an advocate and on-island contact/group host..

### EDUCATION

- - 1999(University of Michigan - Ann Arbor, MI)