

Robert Smith

Development Officer

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SUMMARY

Professional career reflects over 20 years of Non-Profit Organizational Development and over 6 years of small business and restaurant management. Successful reputation for fundraising and development and work in the non-profit environment and community networking.

SKILLS

Salesforce, Microsoft Office, Adobe, Strategic Planning, Marketing, Business Development.

WORK EXPERIENCE

Development Officer

Sisters Of St. Dominic Of Blauvelt - 2013 - 2019

- Oversee the planning of all special events.
- Manage logistical requirements pre and post events and onsite execution.
- Maintain vendor relationships, negotiate and hire all necessary event elements.
- Manage event committee meetings and volunteers.
- Generate event reports, maintain accurate and thorough records of all activities and ensure that required reports are properly prepared and submitted.
- Serve as the spokesperson for the Sisters of St. Dominic and its philanthropic efforts, articulating the priorities and needs.

Development Officer

ABC Corporation - 2008 - 2013

- Secured more than \$500,000 for capital campaign building renovations and hospital expansion.
- Worked with board members to create pivotal community awareness programs.
- Fostered relationships with physician donors to increase physician giving by 10%.
- Secured sponsorship dollars and donations for three annual fund-raising events.
- Organized point-of-entry events to create awareness of hospital fundraising needs for new donors.
- Managed employee-driven fundraising campaign that increased awareness and generated more than \$10,000 for the hospital capital campaign..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

B.F.A. in Creative Writing - (Emerson College - Boston, MA)