

# Director of Development/Project Manager

**ROBERT SMITH**

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## Objective

Young professional with a Bachelors of Arts in Communication, emphasis on Culture and Media, who is seeking a position where I can utilize my fundraising and event management skills. I am an enthusiastic, dynamic individual, with experience in non-profit development, event planning, marketing and leadership, with excellent verbal and written communication.

## Skills

Computer Skills PC proficient in: All MS Office programs.

## Work Experience

### Director of Development/Project Manager

**ABC Corporation** - 2006 – 2008

- Lead, designed, and coordinated all organizational annual fund raising events.
- Assigned and supervised staff during scheduled charitable events.
- Increased charitable giving by 41% in first year, and 46% in the second year as DoD.
- Presented to various businesses, churches, and schools to increase awareness and grow charitable revenue.
- Collaborated with Executive Director tracking and monitoring advertising and promotional costs to control annual expenses.
- Partner with local area Chamber of Commerce officials, churches, organizations and businesses to promote and secure interest in the center and community awareness.
- Recruit, hire and train new organizational staff.

### Director Of Development

**ABC Corporation** - 2002 – 2006

- Charity Development Manager - Third Sector First, 16 Queensberry Street, Dumfries, DG1 1EX, Scotland, UK ([www.thirdsectorfirst.org.uk](http://www.thirdsectorfirst.org.uk)), a non-profit organization designed by the Scottish government, (2010 - 2014) (Married a UK citizen and moved to Scotland).
- Primary contributions Researched potential grant resources and prepared grants.
- Worked closely with the Scottish Government and the Board of Directors, reporting quarterly to both.
- Surpassed recruitment targets, increasing membership by 300%.
- Delivered professional key events, surpassing event revenue goals while coming in under budget.
- Represented TSF at many networking events and public speaking engagements.
- Secured versatile and competent corporate and government sponsorship..

## Education

- (University of Phoenix)