

ROBERT SMITH

Development Officer III

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Phone: (0123)-456-789

SUMMARY

Proven ability to establish and maintain important professional relationships with key personnel and various vendors. Performs well under pressure; accustomed to working with tight deadlines and multi-tasking oriented-projects.

SKILLS

MS Word, Excel., Fusion Pro, Redacting information.

WORK EXPERIENCE

Development Officer III

Greater New York Councils, Boy Scouts Of America - 2011 – 2019

- Member of a special events team who assists with fund raising efforts through annual industry-wide luncheons, dinners and receptions.
- Responsible for the organization, management and coordination of assigned fundraising events, such as luncheons, receptions and new events.
- Responsible for the coordination of all event logistics, including the coordination and management of event vendors.
- Responsible for event invoices and receipts, in addition to event reconciliation.
- Develop all written correspondence, agendas, scripts and reports for fund raising events.
- Responsible for the coordination and management of event solicitation/invitation mailings.
- Responsible for the management and cultivation of corporate donor relationships.

Development Officer

ABC Corporation - 2007 – 2011

- Toronto Identifying new individual prospects and grow current donor relationships.
- Soliciting donations directly through one-on-one meetings.
- Coordinating appropriate donor recognition, acknowledgement and stewardship meetings, including hosting hospital tours.
- Preparing briefing notes, proposals and implement follow-up strategies for donors and prospects.
- Writing correspondence such as letters or memos as required.
- Preparing weekly and monthly fundraising and activity reports.
- Handling administrative tasks including updating database with donor information and call notes..

SCHOLASTICS

- B.A. in Theatre Arts - (The University of Houston - Houston, TX)