

ROBERT SMITH

Director of Development & Event

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

SUMMARY

Track record of successfully developing and growing fundraising events and strategies. Versatile development leader within mental health, adult education, food security and community health environments, Seasoned relationship developer with individual, corporate and foundation donors, Positive and effective manager of cohesive, mission-driven teams.

CORE COMPETENCIES

An innate critical thinker and logical problem solver.

PROFESSIONAL EXPERIENCE

Director of Development & Event

ABC Corporation - August 2008 – January 2009

Key Deliverables:

- Effectively built and managed a region of 9 schools to provide SES instructional programs within multiple school districts across Washington DC metro area through acquisition, registration, and quality program implementation.
- Promoted from Site Manager to Director within 3 months of being hired for exceeding targeted objectives.
- Successfully hired and trained 9 efficient Site Managers, 30 teachers, and 25 program aides within budget following strict guidelines mandated by DC Public Schools that resulted in servicing over 300 students.
- Collaborated with various stakeholders including principals, administrators, after school coordinators, and teachers in dynamic challenging environments, in effort to establish strategic partnerships.
- Ensured compliance with all Federal, State policies, and program requirements.
- Consistently maintained a program budget for program staff in line with revenue projections and actual.
- Interacted with teachers and parents on escalated issues and problems; acted as primary contact for principals, and anyone from respective school districts for all questions and concerns.

Director Of Development

ABC Corporation - 2007 – 2008

Key Deliverables:

- Developed cost-effective, strategic fundraising plans that identified new sources of income and increased market penetration that secured growth.
- Established relationships with key community leaders, corporations and media partners, while proactively securing sponsorships that streamlined operating expenses and increased overall net income.

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- Oversaw a team of employees in the development of systems to monitor and evaluate progress of coordinators and their events.
- Motivated and directed team through effective recruitment, selection, hiring, coaching, development, ongoing training, guidance and accountability.
- Recruited team of 300 volunteers, developing strong relationships that elevated volunteer retention rates.
- Regulated financial information and provided recommendations on budgets and forecasting.
- t Succeeded in raising nearly \$2 million for the Blue Ridge Chapter t Served as spokesperson for Blue Ridge Chapter and National MS Society t Reduced costs by 50% by negotiated catering contracts for both MS bike events and the Dinner of Champions event t Assumed position as lead staff for Dinner of Champions six weeks before event and exceeded goal by 5%.

EDUCATION

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