

ROBERT SMITH

Development Officer/Director

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

SUMMARY

Senior Fundraising Professional with twenty years of experience leading high performance teams, building donor relationships, and meeting aggressive campaign goals in healthcare and higher education.

CORE COMPETENCIES

Written and interpersonal communications, Fast learner, Problem solver.

PROFESSIONAL EXPERIENCE

Development Officer/Director ABC Corporation - 1996 – 2000

Key Deliverables:

- Organized agencies annual fund, donor acquisitions, special events, community benefits, and fundraising activities.
- Developed & maintained corporate contacts.
- Managed special event staff, committees, and volunteers for agency fundraising events and promotions.
- Oversaw data processing, daily gift processing, and donor relations.
- Coordinated \$1.5 million in giving annually.
- Served as the main liaison with the local corporation for all Hospice programs across for fundraising promotion.
- Provided oversight of Board level committees.

Development Officer ABC Corporation - 1995 – 1996

Key Deliverables:

- Duties Responsible for securing funding for university scholarships and other academic programs from corporate sources in the community.
- Articulated the need for private donations to support university programs.
- Sought out and cultivated potential donors, convincing them to donate, while remaining close to private donors.
- Responsible for developing and executing the sales and marketing strategies of the university corporate partners program.
- Accomplishments Increased donations by 62% for our corporate donors program.
- Developed marketing materials needed to reach corporate community..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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BA in Communication & Public Relations - (Canisius College)

