

# Robert Smith

## *Development Officer/Consultant*

### PERSONAL STATEMENT

Over 5 years experience in non profit development fundraising in higher education. Interested in many different missions catering to social missions, medicine, education, environment, science, humanitarian missions and all others that help make the world a better place.

### WORK EXPERIENCE

#### ***Development Officer/Consultant*** **ABC Corporation - 1996 - 2000**

##### *Responsibilities:*

- 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.

#### ***Development Officer*** **ABC Corporation - 1991 - 1996**

##### *Responsibilities:*

- Developed and implemented an annual and long-range development plan including grant applications, individual and corporate gift solicitations, and fund-raising events.
- Maintained a detailed database on donors, cultivation activities, and gifts received through in Blackbauds Raisers Edge software.
- Prepared case statements, proposals, and solicitation letters needed in the fundraising process.
- Managed, trained, and supervised Museum board and volunteers.
- Supervised and evaluated the membership/visitor services staff in the membership solicitation and maintenance processes, as well as the daily customer service duties.
- Supervised and evaluated the marketing/public relations staff in the planning and implementing of advertising, press releases, maintenance of the Museums website, social media and printed materials..
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Bachelor of Arts in French - (University of Guelph)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

OS X Lion, Microsoft Office Suite, Photoshop, Salesforce, Access, WordPress, Custom CMS, QuickBooks, Google Apps, Syncplicity, and Vocalocity.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)