

## Terrance Lee

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### Position in Nonprofit Development, Administration, and Operations

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#### Profile

- More than 7 years of successful experience in grant writing, database management, and donor relations with recognized strengths in customer service, problem-solving and trouble-shooting, and remaining calm and positive in a demanding and fast-paced environment.
- Possess diverse and in-depth knowledge of technology including Raiser's Edge, Donor Perfect, Crystal Reports, Constant Contact, iContact, Cascade, Wordpress, and Excel (Microsoft Office).
- Well developed skills in prospect research, data entry, export, and analysis, as well as query building and report generation.
- Ability to independently manage multiple programs simultaneously, while meeting budgetary restraints and deadlines.

#### Synopsis of Achievements

- Increased overall program budget and volunteer participation.
- Initiated and cultivated new partnerships and collaborations that bolstered organizational and program effectiveness.
- Co-developed new donation fundraising reporting and analysis system.
- Successfully managed fundraising, research, outreach, and advocacy projects, campaigns, and partnerships.

#### Employment

**Red Panda Network**, Portland, OR

*2013- Present*

##### **Development and Outreach Coordinator**

- Oversees all operational, administrative, and fundraising capacity for organization.
- Manages donor relations and prospect research strategies, gift and donor database, and public outreach campaigns.

**UC Hastings College of the Law**, San Francisco, CA

*2012- Present*

##### **Development and Grants Associate**

- Providing support for Annual Giving Manager and Grants Manager including data analysis and report generation, prospect research, and content writing.
- Fundraising; cultivation of midscale donors, phone canvassing and direct-ask.

**Long Way Home**, San Juan Comalapa, Guatemala

*2012-2012*

##### **Grant and Development Writer** (Internship)

- Developed master grant and grant program strategy for organization.
- Provided content for social media and outreach materials.

**Community Clean Water Institute**, Sebastopol, CA

*2007-2011*

##### **Program Director**

- Coordinated all organizational programs including research, fundraising, public outreach, advocacy, and collaborations.
  - Managed staff, interns and volunteers, as well as donor and
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scientific database, grant writing, events, website, and social media.

- Provided public comments for local watershed concerns and scientific reports for water and wildlife regulatory agencies.

	<b>Environmental Action</b> , San Francisco, CA	2005-2007
	<b>Assistant Director</b> <ul style="list-style-type: none"><li>• Volunteer coordinating, event planning, database management, and administrative and development support for Executive Director.</li></ul>	
<b>Education</b>	<b>Sonoma State University</b> , Rohnert Park, CA	2007
	<b><i>Conservation Biology/Environmental Studies and Planning</i></b>	
	<b>References Available Upon Request</b>	