

EMILY CALLA TRIGGS

2330 NE Halsey St Apt 2, Portland, OR emily.c.triggs@gmail.com 608-334-6984

SUMMARY

- Nonprofit professional with experience in nonprofit accounting, fundraising, and program coordination
- Excellent project management and organizational skills and experience working with cross-functional teams
- Passionate about sustainable food systems, urban farming, and healthy food access

EDUCATION

University of Wisconsin-Madison

Bachelor's Degree of Business Administration, Marketing

Madison, WI

2005-2009

Universidad San Francisco

Semester of coursework in the International Business and Spanish Departments

Quito, Ecuador

Spring 2008

PROFESSIONAL EXPERIENCE

Nonprofit Finance Fund (Nonprofit Consulting Firm)

Analyst and Program Coordinator

New York, NY

2011-2013

- Managed the accuracy of administrative systems, coordinated events, meetings, and maintained our database
- Wrote grant applications and reports, aggregated outcome data, and communicated with funders as a part of a development team that successfully raised over \$3M annually in private philanthropic support
- Managed inquiries from interested clients, provided customer service, and built strong community relationships
- Handled data entry and made significant improvements to NFF's outcomes measurement system
- Ran NFF's: '[Pay For Success Learning Hub](#)'; led the website re-design, wrote bi-monthly blog posts, ran twitter feed [@NFFSocialImpact](#), and successfully increased site traffic significantly over 12-month project
- Compiled reports for Executive Directors, boards, and CFOs with plans to improve their business models, strengthen their financial health, plan for growth, and create strategic plans
- Presented 'Linking Money to Mission' workshops and webinars for groups of nonprofits and funders

LIFT (Anti-Poverty Nonprofit)

Site Coordinator

Boston, MA

2009-2011

- Managed community partner relationships with 50+ nonprofit referral organizations, three major Universities, and Boston Public Schools to facilitate LIFT's growth in the Boston region
- Assisted in establishing and managing a major partnership with the Boston Mayor's Office in order to receive in-kind donations worth \$40K that enabled LIFT's new site opening
- Cultivated funder relationships with foundations through making targeted presentations and writing grants in collaboration with LIFT's Executive Director
- Team leader in the project to design and implement a new outcome measurement and reporting system for LIFT

Hopkins Street Garden / Raise the Roof Farms

Garden Manager (Volunteer Position)

New York, NY

2012-2013

- Restarted doormat 6,000-square-foot school farm/community garden in Bedstuy Brooklyn in collaboration with two local charter schools and the surrounding community
- Led volunteers through an entire growing season including planting, watering, weeding and harvesting

BellBrook Labs LLC

Marketing Intern

Madison, WI

Summer 2008

- Spearheaded a three month market research project involving, designing the project plan, conducting a client survey, collecting and analyzing data, and presenting recommendations to the company's CEO
- Used QuickBooks to create reports monitoring revenue growth and customer acquisition
- Collaborated with marketing managers to develop a 'Voice of Customer' initiative that drastically improved the company's process of gathering and sharing customer feedback information

SKILLS

- Fluent in Spanish from living and studying in South America
- Advanced skills with: Microsoft Office Suite, Adobe Photoshop, QuickBooks, Excel, and Various Database Platforms, Google Analytics, Constant Contact, Tweet Deck, Sales Force.
- Completed '[Into To Graphic Design](#)' Semester Long Course from [School of Visual Arts](#) Manhattan, New York