PETER L. CERVELLINO

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# EXPERIENCE

**GRANTS WRITING AND DEVELOPMENT CONSULTING Portland, OR/New York, NY** 2003 – present

* Freelance grant writing, development consulting, database management and marketing for nonprofit organizations in Portland, OR and NY. Focused on grant writing ($1,000-100,000+), fundraising and business planning, marketing for organizations at all levels, and individuals starting their own nonprofits. Some Oregon organizations worked with: ChristieCare (Youth Villages), Children’s Healing Art Project, CASA for Children, Stand for Children.

**ST. ANDREW LEGAL CLINIC Portland, OR***Development Associate* December 2012-presentProcessed all gifts, pledges and acknowledgment letters. Created financial reports on demand; built new donor reports and conducted donor research; generated mailing lists, edited correspondence and updated website as needed.

**PACIFIC STATES MARINE FISHERIES COMMISSION Portland, OR***Database Consultant*  October-December 2012Working with the PSMFC Staff and a team of software developers, beta-tested and improved the functionality of a multi-state

(Oregon, Washington, Idaho and California) Fish Ticket tracking system that is now used by fish buyers, oversight personnel and   
law enforcement.

**STAND FOR CHILDREN – National Office Portland, OR**

*Interim National Development Services Coordinator* March – August 2012

Processed all major gifts and alerted affiliate States regarding donations and acknowledgments. Processed all National donor acknowledgments and all Membership gifts. Created financial reports on demand and handled data requests and reports for State offices. Coordinated meetings; conducted donor research, data analysis, and workflow/process analysis on demand.

**CASA – COURT APPOINTED SPECIAL ADVOCATES for CHILDREN Portland, OR***Database Consultant* December 2011- March 2012  
Managed a full database – Donor Perfect fundraising software – clean-up and transfer project, removing and/or combining duplicate records; recoding for general ledger; standardizing data entry and acknowledgment letter procedures; purging redundant information. Created training manual for co-workers and supervised training.

**OREGON SYMPHONYASSOCIATION Portland, OR**

*Executive Assistant to the President*  March-November 2011

During a period of transition at the Oregon Symphony, I assisted the President, Development, Finance, Production (Graphic Design and Advertising) and Marketing teams with special projects. These ranged from Donor research and prospecting, compiling and creating biographies for past, present and future guest conductors; budget analysis; assisting with advertising and marketing campaigns; monitoring and updating Social Media outlets; financial reports and analysis; Development mailings – writing, producing and delivering – data extraction and manipulation, and any other duties as assigned.

**BIRTHRIGHT ISRAEL FOUNDATION New York, NY**

*Senior Foundation Administrator*2008 – 2009

Planned and implemented database reconfiguration project, coordinating with IT and software consultants. Edited policies and procedures manuals. Supervised the Database Manager. Assisted with foundation grants ($50,000+) and reports writing. Generated financial reports from Donor Perfect database. Was responsible for software and systems upgrades, and updating website. Other duties included updating and providing employee manuals and benefits information, tracking attendance and time-off accruals, AP, ordering inventory, processing purchase orders and project bids, and assisting at special events.

**STARLIGHT CHILDREN’S FOUNDATION New York, NY**

*Manager of Donor and Information Services* 2007 – 2008

Maintained website using Kintera software and tracked all online donations; built new web and payment pages and created content and copy. Maintained Donor Perfect database, processed all donations and generated financial reports. Fielded inquiries and processed all acknowledgment letters for donors. Assisted Development Director with copy for major donor solicitations, grant applications, direct mail, newsletters, and Annual Report. Ordered and installed computers, software, and equipment for staff. Troubleshot technology issues and contracted IT consultants. Edited and posted digital images for the website, mail pieces, and advertising journals used at special events. All of this was in the service of “making a difference in the lives of seriously ill and disabled children and their families”.

CONFERENCE ON JEWISH MATERIAL CLAIMS AGAINST GERMANY, Inc. New York, NY

### *Document Manager/Database Specialist* 2001 – 2006

Created, edited, processed, and expedited claim-related correspondence for world-wide offices (NY-Frankfurt-Tel Aviv), working with translation services, pertaining to 260,000 applicants to the Program for Former Slave and Forced Laborers (Holocaust-era reparations). To accomplish this, I helped design functionalities for a Slave and Forced Labor database, collecting and analyzing relevant data. This resulted in over 195,000 claims paid to living Survivors. Processed an additional 15,000 Heir claims, worldwide constituency.

Tested new database capabilities and assisted programming team with the design of new applications**.** Created training manuals. Possessed knowledge of different claims, applications, pre-existing pension funds, and banking procedures; ensured the accuracy of claimant data and the timely follow-up on communications with survivors and their families. Processed and tracked applications and heir claims, from raw data to disbursement of funds, while investigating and correcting discrepancies.

**CORBIS IMAGES NEW YORK** **New York, NY**

## *Account Executive, Electronic Media Team* 1999 - 2001

* Responsible for sales and licensing of images to the media.
* Informed clients of copyright issues, processed client orders, and wrote contracts.
* Generated invoices and legally cleared photos for use in public, broadcast, and cable television productions; documentary, independent, and studio films; audio-visual and Internet use.

*Researcher, Advertising and Graphics Team*

## Gained knowledge of an extensive digital and analog photography collection, and chose content on demand for advertising clients. Learned legal restrictions (rights and clearances) which apply to all content. Responsible for safe handling and archiving of images.

* Innovation with concepts and content to find the best images for each client’s advertising plan and target market while maintaining professionalism and accuracy (historical, job specifics, etc).
* Learned and employed all image-processing, database, filing, delivery, and fulfillment systems (digital and analog).
* Negotiated strict deadlines and prioritized workflow according to client needs.

**EDUCATION**

**The New School University,** New York, NY

*Master of Science, Nonprofit Management, 2007*

**The University of Pennsylvania**, Philadelphia, PA

*Bachelor of Arts, English, 1997*

**SKILLS**

Adobe Photoshop, InDesign; MS Office Suite; WealthEngine, Salesforce, eTapestry, Raiser’s Edge, Donor Perfect, Sage, Tessitura; Kintera, Convio, GiveZooks, Constant Contact and WuFoo website software. Proofreading, editing, writing, grant writing.

***References and writing samples available upon request.***