

**CHRISTOPHER BARTON** 930 East 50<sup>th</sup> Street | Austin, TX 78751 | 972.989.7667 | [istobarton@gmail.com](mailto:istobarton@gmail.com)

## **Relevant Experience**

### **Austin Habitat for Humanity**

#### *Senior Development Associate*

**October 2012 – Present**

- Facilitated hiring, training, and managing a Development Associate & Development Intern
- Assisted with the planning, marketing, & implementation of a 3-year Capital Campaign
- Maintained relationships with a major donor caseload of 150+ potential & current donors
- Solicited donations through targeted asks, direct mailings, and fundraising campaigns.

#### *Development Associate*

**March 2012 – October 2014**

- Managed all aspects of the donor database, including: running reports, updating donor records, event management, & prospect identification
- Developed weekly, quarterly, & yearly data assessment checks to ensure the Development Department was tracking data, meeting goals, and catching all potential donors
- Planned two major annual fundraising events, including silent auction procurement, creating marketing materials, vendor solicitation, talent management, & staff coordination

#### *Grants Associate*

**September 2011 – March 2012**

- Updated all grant records & implemented organization-wide system for grant management
- Researched potential funding sources to compose focused asks to ensure funding
- Centralized important programmatic information & statistics to streamline grant applications

### **car2go**

#### *Marketing Associate*

**August 2013 – February 2014**

- Designed graphics for events and social media using Adobe Creative Suite
- Managed Social Media interactions through HootSuite, Facebook Pages, & Instagram.
- Promoted car2go at city events (vendor coordination, site set-up, & canvassing)

### **Shakespeare at Winedale**

#### *Assistant Programs Coordinator*

**February 2009 - August 2013**

- Planned & managed events through bid solicitation, press releases, and donor cultivation
- Implemented marketing strategy with vendors to create profit-focused merchandise

## **Relevant Volunteer Experience**

### **Austin Gay & Lesbian Chamber of Commerce**

#### *Ambassador & Database Manager*

**March 2013 - Present**

- Met with members to ensure the chamber positively impacted their business
- Developed & maintained new way to track Ambassador efforts through an online database

### **Hidden Room Theater**

#### *Volunteer Director of Development*

**May 2012 - August 2014**

- Developed cohesive mission statement & 2-year production timeline with Artistic Director
- Applied for funding through grants, fundraising events, & direct asks

## **Education**

University of Texas at Austin, May 2012

Bachelor of Arts in English with Liberal Arts Honors, Minors in Religious Studies & Russian

GPA: 3.896 with High Honors | Member of Phi Beta Kappa

## **Skills & Training**

**Software:** Microsoft Office, Apple Suite, Google Suite, Adobe Creative Suite (Photoshop, InDesign, Fireworks, Dreamweaver), Blackbaud Suite (Raiser's Edge, Net Communities, Merchant Services, Sphere), Salesforce, Constant Contact, Sage Fundraising 50, Greater Giving Online, VIP, TXShop, Cascade

**Programming:** Moderate Proficiency with Python, HTML, C++, Java and Javascript

**Language:** Moderate Proficiency in Russian

**Physical skills:** Carpentry, Sewing, Lighting