

SKILLS

Adobe Creative Suite,
CRM Systems
Management, G Suite,
HTML/CSS, MS Office
Suite, Social Media
Management, Video
Production, Wordpress

Introductory French and
Spanish speaking,
reading, and writing

HONORS

Young People For Fellowship (A Project of People for the American Way Foundation)

2015-2016: Participated in
leadership program
concentrating on
grassroots organizing,
systemic change,
fundraising, and
sustainable project
development

Delta Psi Xi Fraternity (St. Anthony Hall)

2014-2016: Member of
literary & arts fraternity;
served as Rush Chair,
Outreach Coordinator,
Grant Writer

CONTINUING EDUCATION

**Center for Documentary
Studies at Duke
University:** Documentary
Video Institute 2016

**Yanapuma Spanish
School at Cuenca,
Ecuador:** three weeks of
intensive Spanish study
2015

PROFESSIONAL EXPERIENCE

National Audubon Society, Remote — Grants & Development Specialist; Contract

May 2022 - April 2023

Supports institutional and individual giving for Audubon NC and SC state offices.
Activities include grant writing, prospect research, and CRM data management

Greensboro Housing Coalition (GHC), Greensboro, NC — Director of Development & Communications

November 2018 - July 2021

Led strategy and execution of all aspects of fund development including individual, corporate, and foundation donors. Developed both client and donor-centered marketing & communications material, including but not limited to: appeals, flyers, press releases, and e-newsletters. Researched and wrote grant proposals. Engaged board of directors in achieving fundraising objectives. Planned and executed special events, including fundraisers and conferences. Managed website and donor database. Analyzed and reported on development data.

Key Achievements:

- Increased net profit of annual fundraising event by over 300%
- Increased donor retention rate by 29%

Triangle Residential Options for Substance Abusers, Inc. (TROSA), Durham, NC — Communications & Outreach Assistant; Contract

May 2018 - July 2018

Created and managed communications collateral including but not limited to: maintaining website, creating and circulating social media content, interviewing clients, designing print material, supporting event execution, writing press releases and success stories

Duke University Office of University Development, Major Gifts, Durham, NC — Development Assistant

July 2016 - April 2018

Provided advanced-level direct administrative support to three frontline fundraisers, including but not limited to: arranging meetings, travel, and events, recording gifts and pledges accurately, drafting high-level correspondence and briefings, conducting research, providing technical support, collaborating across university departments

ADDITIONAL EXPERIENCE

Community Empowerment Fund (CEF) — Volunteer Advocate

Chapel Hill, NC — February 2014 - May 2015

Durham, NC — March 2019 - June 2020

EDUCATION

University of North Carolina at Chapel Hill

B.A. in Comparative Literature, with Distinction

August 2013 - May 2016