**Megan Stanley**

Portage, MI

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**EDUCATION:**

**Grand Valley State University •** Allendale, MI **Graduated •** April 2016

*Bachelor of Science*

Public & Nonprofit Administration, BS | Psychology, BS

**EXPERIENCE:**

**Kids Food Basket •** Grand Rapids, MI **January 2014 – April 2014**

*FUNDRAISING DEVELOPMENT INTERN*

* Worked directly with the fundraising development coordinator and the community development coordinator in their daily tasks, event planning, and minor fundraising research
* Data entry support for cash donations with the database GiftWorks
* Assisted with the Thank You Project and planning 3rd party events
* Assisted the Development Coordinator in research of current grants that are available for Kids Food Basket

**Wings of God Transition Home** ● Paw Paw, MI **April 2013 - August 2013 | April 2014 – August 2014**

*CHURCH DEVELOPMENT COORDINATOR*

* **Church Fundraising Management** | Coordinated and organized all church support through the database ServantKeeper
* **Church Relation Management** | Coordinated with Pastors and their Mission Boards about volunteer opportunities, short/long term funding opportunities for their church congregations, and meetings/tours of the organization
* **Event Planning & Volunteer Coordination** |Planned, implemented and organized Church Picnic Events where food and a picnic for a church congregation (200-500 people) was provided as a fundraiser
  + Coordinated the necessary volunteers for each event

**Spring Valley Church ●** Allendale, MI **September 2014 – May 2016**

*ADMINISTRATION, MARKETING & SOCIAL MEDIA*

* **General Administrative Tasks** |Assist all staff members in their specific ministries; including preparation for small groups & teaching criteria, designing marketing& advertising material for specific ministry
* **Communications** |Design and create the bulletin every week for Sunday service; which includes upcoming and current events, opportunities to volunteer, and information about the message for the Sunday service
  + Design and create monthly electronic newsletters and monthly community-based advertisements
* **Website Management** | Design a new website for the church; maintain web content, manage all new information and website design.
* **Social Media Management** |Create and manage social media accounts for the church; Instagram, Facebook, & Twitter

**Spring Valley Church ●** Allendale, MI **January 2016 – May 2016**

*COLLEGE & YOUNG ADULT MINISTRY INTERN*

* **Communications** | Meet, plan and collaborate with volunteer leaders, college students, and staff.
  + Develop and maintain social media platforms, and website content in addition to Videography for Sunday announcements, special projects, and church communication.
* **Program Development** | Coordinate and assist in the facilitation of ideas for future strategic leadership & programs of the ministry in addition to assisting with the general running of the program with congregational volunteers.
* **Event Planning** | Coordinate and assist with the planning of College Sunday’s and other College Ministry related events.

**Silver Ring Thing ●** Pittsburgh, PA **August 2016 – Current**

*NATIONAL TOUR TEAM MEMBER*

* Travel around the United States with 12 people, putting on high energy, concert style events presenting the Gospel and speaking about purity and dating as a full time Missionary, handling all of our own tech, video, and equipment
* **Registration** | Coordinated and organized registration for each show, handling money, door tickets, preshow purchase of purity rings and after show purchase of rings
* **Public Speaking** | Presented my personal testimony at 90% of shows in front of 250 (+) people at each show
* **Photography**  | shot all pictures during each show
* **Writing** | Coordinated, wrote, and organized each after show email to all of the staff and major donors which included personal stories from the show, stats, and a basic overview of the show