

Sophia Booth Magnone

65 Collingwood Street #2
San Francisco, CA 94114
📞 773 882 1200
✉ sophia.magnone@gmail.com

Key Skills

Development & Fundraising	Grant Writing & Reporting, Institutional & Individual Giving, Donor Communications, Database Management, Donor Cultivation & Stewardship, Prospect Research, Outreach & Publicity, Event Planning
Communication	Writing, Editing, Research & Analysis, Public Speaking, Meeting Facilitation, Classroom Instruction, Curriculum Development
Leadership & Collaboration	Project Management, Teamwork, Supervising & Mentorship, Organization, Deadline & Workflow Management, Self-Direction

Professional Experience

Sophia Booth Magnone Grant Consulting (San Francisco, CA)	Nonprofit Grants Consultant, Apr 2021–present. <ul style="list-style-type: none">Research funding opportunities and identify top prospectsFacilitate initial outreach to and ongoing communications with fundersGather content and background for grant proposals, letters of inquiry, and reports from program staff and external researchWrite, edit, finalize, and submit grant materialsManage grant logistics and deadlines
Equal Rights Advocates (San Francisco, CA)	Development Manager, Oct 2019–Mar 2021. <ul style="list-style-type: none">Assisted in execution of annual fundraising plan to support \$3MM+ organizational budgetSupported Executive Director and Director of Development in cultivation, solicitation, and stewardship of individual and institutional donorsWrote and edited concise, compelling fundraising materials targeted to diverse stakeholders, including grant proposals and reports, letters of inquiry, digital and direct mail appeals, and annual reportCollaborated with Development, Communications, Legal, and Finance team members to develop fundraising strategy and contentHelped research, cultivate, and secure new institutional funding partners, including funders of \$300K+Led management of institutional funding pipeline including outreach, timelines, applications, reports, and follow-up communicationCoordinated individual fundraising appeals via email, social media, and direct mail, including writing and editing content, segmenting lists, and tracking progressDeveloped and launched monthly giving programSupported management and optimization of CRM database and other information systemsHelped plan and execute donor cultivation and fundraising events including house parties, Giving Tuesday happy hour, and two virtual galasSupervised department intern and helped develop formal protocols for intern recruitment, onboarding, and supervision

- The Feminist Press
(New York, NY) **Development Manager & Mellon/ACLS Public Fellow**, *Sept 2017–Aug 2019*.
- Identified and applied for over 50 new funding sources
 - Secured more than \$231K in government and foundation grants
 - Managed CRM database of 15K donors and supporters
 - Planned and executed eight quarterly multi-platform fundraising appeals from start to finish, yielding \$38K in individual giving and \$146.5K in major gifts
 - Coordinated donor communications, gift acknowledgement, and prospect outreach via direct mail, email, phone, and in-person visits
 - Supported planning and execution of fundraising events, including two annual galas, grossing a total of more than \$283K
 - Participated in strategic planning process to define long-term development goals and strategy
 - Implemented new fundraising tactics including peer-to-peer donation, themed giving days, text-to-donate, silent auction, and more
 - Collaborated closely with executive, sales, marketing, publicity, and editorial personnel to communicate mission to diverse stakeholders
 - Wrote and edited public-facing development, marketing, and sales materials
 - Developed writing assignments and provided supervision for 5 interns each trimester
 - Selected through a competitive application process for participation in the Mellon/ACLS Public Fellows program and placement for a two-year term at the Feminist Press
- University of California, Santa Cruz
(Santa Cruz, CA) **Lecturer**, *Sept 2016–April 2017*.
- Designed and taught humanities courses ranging in size from 20–224 students
 - Facilitated inclusive, participatory learning for students from diverse backgrounds
 - Created and managed digital classroom resources
 - Supervised a team of 5 teaching assistants
 - Integrated feminist texts, methods and principles into course material
- University of California, Santa Cruz
(Santa Cruz, CA) **Graduate Instructor**, *Sept 2009–June 2016*.
- Designed and taught upper-level seminar Gender and Speculative Fiction
 - Directed weekly discussion sections for a variety of literature courses
 - Planned engaging lessons and facilitated lively in-class conversation
 - Evaluated and mentored 25–50 students per quarter
- Graduate Student**, *Sept 2009–June 2016*.
- Conceived and implemented a 3-year research and writing project, resulting in a 300-page manuscript
 - Published 4 articles in peer-reviewed journals, engaging specialist and nonspecialist readership
 - Presented research in oral and visual form at 6 interdisciplinary public conferences
 - Secured 11 competitive grants and fellowships for research and travel
 - Successfully applied for over \$55,000 in institutional funding from sources including the Literature Department, Graduate Division, Institute for Humanities Research, and Science and Justice Research Center

Education

- PhD **Literature**, *University of California, Santa Cruz, CA, 2016*.
Research foci: intersectional feminist and gender studies, animal studies, science fiction, feminist and queer literature
- MA **Literature**, *University of California, Santa Cruz, CA, 2014*.
- BA **Media Studies**, *Pomona College, Claremont, CA, 2006*.

Skills

- Language: French (excellent reading and writing skills, intermediate speaking skills)
- Fluency with Blackbaud Raiser's Edge, Salsa CRM, Constant Contact, Google Drive, Microsoft Office Suite, Dropbox, Slack, Basecamp, Trello, Asana, Wordpress, Squarespace, HTML
- Willingness and ability to develop new technical skills with confidence