

William M. Fenyes

4 N 3rd Street | New Freedom, Pennsylvania 17349 | 410.746.2125 | wfenyes@gmail.com

SUMMARY OF QUALIFICATIONS

A motivated and resourceful professional with six years of direct technical support experience and nine years in office administration and customer service in a nonprofit setting.

PROFESSIONAL EXPERIENCE

- | | | |
|--|---|----------------------|
| November 2023 – Present | Fusion Partnerships, Inc | Baltimore, MD |
| Systems and Operations Manager | | |
| <ul style="list-style-type: none">● Oversee all systems implementations and serve as initial administrator for all systems● Manage the ongoing use of the Raiser's Edge NXT system and gift entry staff● Serve as G-Suite administrator for entire organization● Serve as project manager for ongoing efforts to implement Sage Intacct accounting system● Oversee items related to charitable registrations and compliance● Supervise communication coordinator and oversee overall external communication strategy● Serve as primary contact for external contractors maintaining the fusiongroup.org website | | |
| February 2022- November 2023 | Fusion Partnerships, Inc | Baltimore, MD |
| Database Administrator | | |
| <ul style="list-style-type: none">● Manage the implementation of Raiser's Edge from contract to user interactions● Maintain donor records using Raiser's Edge donor management system● Create and maintain all training materials for the proper use of Raiser's Edge● Manage the Gift Processing and Grants Support Specialist in all day to day operations● Conduct regular data audits to ensure accurate information within the database● Train all non-advancement incoming employees on the proper use of the Raiser's Edge● Manage all imports and exports from the Raiser's Edge system, including creating templates for import● Served as the organizations G-Suite admin● Led the 2022 End-Of-Year annual fund campaign | | |
| July 2021 – December 2021 | City of Baltimore | Baltimore, MD |
| Procurement Specialist I | | |
| <ul style="list-style-type: none">● Review, analyze, negotiate, and process requisitions for the purchase of a wide variety of supplies, equipment, furniture, and other commodities and or services used by city agencies● Educate city agencies on all processes and procedures related to the procurement of goods within the City of Baltimore● Work with internal and external parties to resolve problems related to the acquisition of goods or the placement of orders | | |
| September 2018- July 2021 | City of Baltimore - Enoch Pratt Free Library | Baltimore, MD |
| Procurement Specialist | | |
| <ul style="list-style-type: none">● Process all routine and non-routine purchase requests for the library through the Baltimore City purchase order system, Citibuy | | |

- Follow the Baltimore City process regarding approved procurement instruments/contracts
- Process expenditures through Core Integrator (Baltimore City Accounting System) by identifying and locating appropriate funding sources
- Review, process, and troubleshoot all Enoch Pratt Free Library employee reimbursement requests coordinating with the City of Baltimore Payables Department
- Act as point person for the library for several contractual services
- Work directly with various City of Baltimore departments including: Procurement, Accounting, and Budgeting
- Serve as primary contact for vendors and staff regarding payment processing issues

April 2017- September 2018

Enoch Pratt Free Library

Baltimore, MD

Database Administrator

- Manage all ongoing contracts with Blackbaud concerning Raiser's Edge and associated programs
- Maintain donor records using Raiser's Edge donor management system
- Create custom queries and reports using the Raiser's Edge
- Prepare financial reports as requested by advancement staff
- Train incoming employees on the proper use of the Raiser's Edge
- Write and assist in the writing of grant requests for program funding

January 2016- April 2017

University of Baltimore

Baltimore, MD

Gift Processing Coordinator

- Maintain donor records using Raiser's Edge donor management system
- Create custom queries and reports using the Raiser's Edge
- Prepare and send acknowledgement letters for gifts
- Engage with donor inquiries related to giving histories

November 2014- October 2015

Fastspot Inc.

Baltimore, MD

Digital Strategist

- Advise and implement content strategies
- Design intuitive, user friendly website information architectures
- Conduct and analyze user testing for websites
- Perform content audits as necessary

October 2014-Temporary

Enoch Pratt Free Library

Baltimore, MD

Database Administrator

- Maintain donor records using Raiser's Edge donor management system
- Process funds for financial deposit
- Prepare financial reports as requested by advancement staff
- Coordinate the sending of gift receipts to donors

August 2013- January 2014

Johns Hopkins School of Nursing

Baltimore, MD

Administrative Secretary

- Assist Major Gift Officers in scheduling appointments
- Sort incoming mail and distribute appropriately
- Prepare and mail regular mailings from major gift officers
- Receive, process, and acknowledge gifts coming into the office from donors
- Delegate responsibilities to student workers when required

July 2011-December 2012

World Relief Corporation

Baltimore, MD

Donor Service Data Specialist

- Enter gifts and donor information updates in the Raiser's Edge.
- Process funds for financial deposit
- Engage in donor relations for small gifts through thank you phone calls and handwritten cards

EDUCATION

2005-2013

Toccoa Falls College

Toccoa, GA

B.S. in General Studies

Highlighted Coursework: non-profit law, managerial accounting, computerized accounting, non-profit ethics

SKILLS

Resourceful | Motivated | Organized | Efficient | Accurate

- Experience with Citibuy (Baltimore City Procurement System)
- Raiser's Edge, including NetCommunity
- Written and oral communication
- Blackboard course management system
- Web content management systems: SiteExecutive (proprietary system used by JHU), BigTree (open source), Wordpress (open source)
- Proficient in Microsoft Suite programs: Word, Excel, PowerPoint, Access, Outlook
- Social Media platforms including, but not limited to Facebook, Twitter, LinkedIn, YouTube