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PROFESSIONAL EXPERIENCE

William Way LGBT Community Center, Philadelphia, PA 19107

April 2019-Present

Director of Individual Giving

- Provide analysis and strategy to determine which perspective donors are best aligned with supporting WWCC
- Develop and execute plans to engage and upgrade donors through face-to-face visits, special appeals and campaigns, events, and planned giving
- Manage a portfolio of individual donors and lead all stages of engagement
- Collaborate with other staff on rating, solicitation and stewardship strategies
- Communicate with donors through personal visits, written proposals, appeal letters, and reports the case for giving
- Responsible for a continuing donor acknowledgment process including appreciation and recognition to ensure a high quality donor experience
- Oversee planned giving including bequests and gift annuities
- Participate in planning special cultivation and fundraising events
- Provide reports to management, staff and solicitors on the success of fundraising from individual donors
- Work effectively with diverse constituencies within the organization and externally including board members, staff, and volunteers
- Represent WWCC at workplace events and other speaking engagements
- Prepare financial progress reports and budgets for the Executive Director

Broad Street Ministry, Philadelphia, PA

August 2016-April 2019

Development Manager

- Manage the creation, budget and implementation of a peer-to-peer fundraising model
- Recruit and provide support to third-party event organizers and peer-to-peer fundraisers
- Investigate, select, and oversee online fundraising platform
- Assist in management of special events from large-scale fundraisers to smaller events
- Assist in management of direct mail program
- Develop content for newsletter, social media, and other outlets that appeal to individual prospects and donors
- Identify, cultivate, solicit, and steward donors and prospect relationships
- Manage a portfolio of donors and cultivate them through monthly engagement activities

Philadelphia Education Fund, Philadelphia, PA

February 2015-August 2016

Development Manager

- Organized and executed United Way workplace Giving Campaign
- Supervised development interns
- Conducted grant research through Foundation Maps, Pennsylvania Foundations Online and Foundation Directory Online
- Conducted grant writing and tracking of proposals
- Conducted individual donor research through Wealth Engine and supported donor cultivation strategies and stewardship
- Developed and executed timelines and work plans for three major event
- Negotiated contracts with vendors for all major event
- Planned and coordinated three major fundraising events, including logistics, fundraising, and volunteer management
- Supported, built and managed volunteer event committees for two major fundraising events to maximize revenue goals
- Managed donor database and ensured donor and financial records were in compliance with department standards

YouthBuild Philadelphia Charter School, Philadelphia, PA

March 2014-February 2015

Individual Giving Coordinator

- Supported Executive Director and Director of Development in creating and implementing fundraising strategies
- Managed donor database and files of donors, partners and volunteers
- Conducted quality control inspections for gift entry, including contact data changes to ensure data was stored correctly
- Developed and oversaw a timely gift acknowledgment program to ensure high level stewardship to donors
- Created gift processing and gift acknowledgment policies for Development Department
- Planned and steered donor stewardship, including thank you phone calls, personal hand written notes, and coordinated stewardship strategies with the Executive Director
- Planned and executed all fundraising events, including managing logistics, in-kind donation requests, communications, and sponsorships
- Coordinated and executed individual fundraising efforts, including the organization's annual giving campaign and online giving campaigns
- Managed relationships with donors in all aspects of the gift cycle, including using Wealth Engine to identify and qualify prospects
- Assessed the potential and capacity of existing and prospective donors
- Leveraged the Board of Trustees and Committees of the Board in the solicitation of individual gifts
- Represented the organization at social and networking events to potential donors, partners and volunteers

Food Allergy Research & Education, Dallas, TX

January 2013-March 2014

Regional Development Coordinator-Southwest Region

- Traveled throughout the region to meet with volunteers, event Chairs, and donors
- Managed mailings to donors including introductory letters, thank you letters, and invitations
- Drafted thank you letters to donors to ensure that they were recognized and acknowledged
- Conducted research to identify and solicit potential sponsors for events
- Managed Blackbaud Sphere and Raiser's Edge to manage donor and financial record keeping
- Planned and executed all logistics pertaining to assigned events, including site identification, venue fees, insurance coverage and other activities
- Recruited new participants for fundraising events through outreach, networking and marketing
- Assisted with daily donation processing to ensure funds were processed in compliance with department procedures
- Provided up-to-date information to the Digital Communications Manager for regional website content and ensured that all event sites were functioning and contained relevant information
- Supported, built and managed volunteer leadership committees and Chairs for fundraising events to maximize revenue goal

EDUCATION & PROFESSIONAL DEVELOPMENT

Indiana University School of Law, Indianapolis, IN

Juris Doctor, 2011, Norman Lefstein Award of Excellence

Morehouse College, Atlanta, GA

Bachelor of Arts in Psychology, 2008

Magna Cum Laude, Phi Beta Kappa

LaSalle University, Philadelphia, PA

Certificate in Fundraising, 2016

PROFESSIONAL AFFILIATIONS

- **Association of Fundraising Professionals, Professional Member (2013-Present)**