
Experience

██████████, New York, NY, (November 2014– June 2015)

Manager of Donor Relations

- Worked closely with the Director of Individual Giving to conceive and execute the Museum's fundraising and cultivation events calendar
- Managed various areas of event planning such as invitation design, guest cultivation and vendor relationships for all development events including the annual gala
- Responsible for event logistics, budgets and payables
- Managed development department event attendance
- Tracked donor contacts, payments and memberships in Altru
- Cultivation through prospect research in Research Point
- Helped manage museum membership by reimagining membership benefits, redesigning membership brochures and printing of membership brochures
- Contact person for all museum members
- Assisted with member ticket purchases and membership upgrades
- Coordinated acknowledgement letters for all donor levels including Board and Gala donors

██████████ New York, NY, (July 2013 – June 2014)

Development Associate

- Coordinated institution-wide acknowledgement letters for high-level donors including Board, Chairman's Council, and specific exhibition gifts
- Managed direct mailings for annual appeals, stewardship letters, and institutional events
- Was responsible for tracking, taking, and maintaining attendance for development office events
- Tracked donor contacts, outreach, and fundraising in Altru
- Worked directly with the Vice President for Advancement to raise \$2.4 million in unrestricted funds annually

██████████ New York, NY, (July 2010 – August 2013)

Development Team, ██████████ Team

- Event planning and executing with responsibilities such as vendor relationships and invitation design
- Manages social media interactions for the ██████████
- Responsible for event follow-up
- Developed and submitted media kits to promote the ██████████ to donors, the public, and other interested parties
- Program assistant to the state-wide effort to preserve historic and/or religious properties
- Worked on newsletters, calendar cards and other printed materials using Adobe InDesign
- Tracked donor contracts, outreach and fundraising in Raiser's Edge and DonorPerfect

██████████ New York, NY, (March 2009-July 2010)

Receptionist and Assistant ██████████

- Manage and screen a high-volume of telephone calls into and out of the office
- Responsible for the reception area including handling clientele and communications with the office
- Handle daily office tasks such as, office supply inventory, mail and shipping and file management
- Maintain the Designer's daily calendar of meetings and appointments inside and out of the office
- Primarily responsible for the planning and execution of both domestic and international travel for the CEO and Designer

Education

- 2016 ██████████ New York
Master of Science, Urban Affairs Major (part-time-evening)
- 2013 ██████████ New York
Bachelor of Arts, Urban Studies Major