

STRENGTHS

-  **Donor stewardship**
Kept donor conversations personal and timely. A careful follow up often became the reason relationships continued.
-  **Portfolio organization**
Maintained clear records across active prospects. Colleagues relied on those notes when planning sensitive donor conversations.
-  **Annual giving**
Coordinated campaign details from outreach through reporting. Small workflow fixes made busy fundraising periods easier for everyone.
-  **Written communication**
Prepared proposals and stewardship messages with a direct, thoughtful voice. Donors received information that felt relevant and clear.
-  **Collaborative planning**
Worked across nonprofit teams and events. Shared context early, which helped partners move fundraising initiatives forward with confidence.

SKILLS

- Fundraising

Donor Relations
- CRM Systems

Annual Giving
- Prospect Research
- Constituent Engagement
- Relationship Management
- Written Communication
- Data Analysis

Organization
- Campaign Management
- Donor Stewardship

Major Gifts
- Event Coordination
- Advancement Operations

SUMMARY

Development professional with four years supporting fundraising programs, donor engagement, prospect management, and advancement operations across foundation and nonprofit settings. Manages donor portfolios through personal outreach, visits, events, proposals, and stewardship materials that strengthen constituent relationships. Coordinates **annual giving campaigns**, maintains accurate **CRM records**, analyzes prospect information, and prepares reports that help advancement leaders plan cultivation and solicitation activity. Written communications support donor confidence, while organized workflows keep **internal partners** aligned across events and campaigns. Experience with relationship based engagement, data analysis, campaign operations, and **higher education** communications supports thoughtful fundraising progress. Brings a practical, people centered approach to donor service and would contribute dependable stewardship, clear communication, and disciplined portfolio management within a mission driven advancement team.

EXPERIENCE

Assistant Director of Development

Mountain Community Foundation

 March 2024 - Present

 Denver, CO

- Leads donor portfolio activity, annual giving operations, CRM documentation, stewardship communications, prospect analysis, and engagement events. Partners with internal teams to connect donor interests with organized cultivation and solicitation plans.
- Built **donor relationships** through **personalized outreach**, visits, and stewardship conversations that strengthened ongoing engagement.
 - Coordinated annual giving campaigns in CRM systems, keeping activities visible for advancement planning.
 - Prepared **donor communications**, proposals, and stewardship materials for timely relationship follow up.
 - Analyzed **prospect information** to guide cultivation plans and future major gift conversations.
 - Organized donor events with internal partners, creating consistent constituent experiences across **fundraising initiatives**.
 - Maintained accurate records of visits, conversations, proposals, and **fundraising progress** for portfolio review.

Development Coordinator

Community Advancement Office

 July 2021 - February 2024

 Boulder, CO

- Supported donor research, constituent engagement, campaign communications, database administration, event operations, and advancement reporting. Connected outreach data with practical planning that helped nonprofit teams coordinate donor activity and leadership priorities.
- Supported donor research that helped staff prepare focused **constituent engagement** and solicitation plans.
 - Prepared **campaign materials** and reports that gave advancement leaders clearer progress updates.
 - Maintained **fundraising databases** and **contact documentation**, improving access to reliable constituent history.
 - Assisted donor events and **annual campaign operations** from planning through post event follow up.
 - Evaluated engagement data to refine outreach planning and prioritize timely donor communications.
 - Coordinated **communications across nonprofit teams**, keeping campaign details aligned during active initiatives.

PROJECTS

Annual Giving Campaign Planning 2024

Coordinated campaign activity, donor communications, CRM updates, and internal partner workflows. The project created a clearer path from outreach through stewardship and follow up.

LANGUAGES



MY CAREER



- Assistant Director of Development at Mountain Community Foundation (2.5 Years)
- Development Coordinator at Community Advancement Office (2.6 Years)

Prospect Engagement Reporting 📅 2023

Reviewed constituent activity and prepared advancement reports that supported cultivation planning. Findings helped staff focus conversations around donor interests and engagement history.

LEADERSHIP & AWARDS

- Recognized by advancement leadership for dependable donor communications and accurate portfolio documentation.
- Selected for trusted coordination of donor events, campaign materials, and cross team fundraising activity.
- Commended for turning engagement data into practical outreach planning for nonprofit partners.

EDUCATION

Bachelor of Arts in Communications

University of Colorado Boulder 🎓 GPA: 3.5 📅 2021 📍 Boulder, CO

Coursework: *Written Communication, Data Analysis, Organizational Communication, Public Relations*

CERTIFICATIONS

- Certificate in Fundraising Management 📅 2024
- Certificate in Nonprofit Leadership 📅 2023

TECHNICAL SKILLS

- **Fundraising Systems:** Annual giving, major gifts, donor stewardship
- **CRM Platforms:** Constituent records, portfolio tracking, contact documentation
- **Prospect Research:** Prospect identification, donor research, engagement history
- **Campaign Operations:** Campaign planning, outreach tracking, solicitation support
- **Donor Communications:** Proposals, stewardship materials, campaign messaging
- **Data Analysis:** Engagement data, prospect analysis, fundraising reports
- **Event Coordination:** Donor events, visits, constituent engagement
- **Advancement Reporting:** Progress reports, portfolio reviews, activity summaries
- **Relationship Management:** Donor outreach, cultivation, internal partnerships
- **Higher Education Advancement:** Annual giving, alumni engagement, advancement operations

PROFESSIONAL AFFILIATIONS

- Member, Council for Advancement and Support of Education, connecting with advancement peers around donor engagement.
- Participant, Association of Fundraising Professionals, sharing relationship centered practices with nonprofit colleagues.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST