

# CLIENT NAME

123 NAMEOF STREET, APT. 11 | 555-555-5555 | NAME@CLIENT.COM

---

## NONPROFIT MANAGER/FUNDRAISING SPECIALIST

Results-focused, highly motivated Nonprofit Manager/Fundraising Specialist with a history of serving as an organizational advocate at community nonprofits. Demonstrated track record of rallying the public during drives and key events while highlighting the needs of nonprofits, resulting in significant funds raised. Proven ability to lead and motivate cohesive teams of volunteers to collaborate effectively in the accomplishment of set goals. Proficient in Microsoft Word, Excel, PowerPoint, Salesforce, Infopoll and Resumix.

### AREAS OF EXPERTISE

- Community Development
- Event Planning
- Customer Service
- Customer Reporting
- Fundraising
- Social Media Management
- Data Entry
- Communications
- Marketing
- B2B Sales
- Internet Research
- Strategic Planning

### NONPROFIT EXPERIENCE

#### (CITY NAME) SOCIAL SANDBOX, 2009-Present

##### Events Coordinator

- Represent organization as liaison to businesses, local charities and group's 1,000+ members.
- Spearheaded successful recurring fundraising events for (City) Shelter, including annual holiday party, "spare-a-square" happy hour and group volunteer nights, resulting in significant donations.
- Promoted dialogue within social media channels, leading to increased organization awareness, engagement among interested parties and event attendance.

#### (CITY) SHELTER, 2009-Present

##### Event Committee Chair

- Played a key role in raising \$80,000+ at 30<sup>th</sup> Anniversary Gala Dinner.
- Executed and led annual silent auction fundraiser, resulting in \$10,000+ in new funds.
- Developed and implemented new fundraising events, expanding local donor base.
- Serve as Social Media Coordinator, successfully increasing awareness of events and needs.

#### (CITY) VOLUNTEER AMBULANCE CORPS, 2012-Present

##### Event Planner/Fundraiser

- Raised \$8,500 to fund replacement vehicle purchases following Hurricane Sandy.
- Coordinated successful community celebration, resulting in increase in donations.
- Served as co-chair for Gala to Rebuild (City).

#### (NAME OF) GALA, 2012-Present

##### Gala Chair

- Directed and managed volunteer team in the execution of highly successful gala, leading to \$25,000 in donations in one evening.
- Solicited donations from local businesses for silent auction.
- Served as Project Manager for successful Gala Journal.

### WORK HISTORY

**Teacher**, (NAME OF) Learning Center, 2011-Present

**Receptionist**, (Name) Source, 2010

**Sales Marketing Representative**, (Name) Consulting, 2009

**Account/Project Manager**, (Name), 2007-2008

**Account Executive**, (Name)/(Alt. Name), 2005-2007

**Associate Manager**, (Store Name), 2001-2005

### EDUCATION

**Bachelor of Arts**, Human Services, (Nameof) University, City, ST