

## DONOR ADVOCATE

### Professional Summary

Organized professional with a passion to help others. Backed by four years of classroom teaching experience, one year leading an international children's choir and over two years in Donor Relations, I enjoy working with others in an effort to help them feel valued and successful. I am a creative thinker, eager to learn and discover new ways to implement strategies in order to successfully reach others.

#### Skills

- Detail-oriented
- Effective time management
- Strong written and oral communication skills
- Strategic thinker
- Goal-oriented
- Relationship building
- CRM Experience
- Salesforce software

#### Work History

Donor Advocate , 08/2017 to 03/2020

Company Name " City , State

- Responsible for cultivating relationships and managing giving goals of 300 donors
- Created individualized communication plans and giving goals for each donor as a benchmark marketing strategy
- Ensured donors were properly acknowledged, personally thanked, and updated on the impact of their gifts
- Worked with internal departments to secure appropriate project information and created offers and proposals that were used to secure gifts
- Executed a specific plan to retain and upgrade donors
- Used CRM systems, including Salesforce

Team Leader for the Children of the World Choir , 07/2016 to 06/2017

Company Name " City , State

- Led a team of 19 individuals including 13 children from the Philippines, Nepal, Honduras and Uganda during a 10-month tour across the United States
- Directed multiple concerts per week for the International Children's Choir
- Routinely coordinated concert details venues
- Built professional relationships with partners across the United States
- Responsible for communicating the vision and mission of World Help both on and off stage
- Ensured safety and welfare of the children during extensive travel
- Taught dance and instructed children throughout tour
- Presented information about child sponsorship and humanitarian aid needs during concerts

Elementary Teacher , 08/2012 to 06/2016

Company Name " City , State

- Increased student interest and participation in the classroom by creating and implementing thought-provoking hands-on activities
- Bolstered student confidence and achievement through structured, data- driven remediation and enrichment lessons
- Collaborated with colleagues to ensure the most effective instruction, practice, and assessments were implemented to successfully meet the needs of various learners
- Established a behavior management system to foster a respectful classroom environment, reducing distractions and increasing learning time
- Fostered meaningful relationships with students and parents to build trust and collaboration to better meet individual goals
- Achieved 100% pass rate on Virginia Reading SOL test and 100% pass rate two years in a row on Virginia Math SOL test

#### Education

Bachelor of Science : Special and Elementary Education , 2011

Liberty University - City , State

#### Skills

- Detail-oriented
- Effective time management
- Strong written and oral communication skills
- Strategic thinker
- Goal-oriented
- Relationship building
- CRM Experience
- Salesforce software

#### Work History

Donor Advocate , 08/2017 to 03/2020

Company Name " City , State

- Responsible for cultivating relationships and managing giving goals of 300 donors

- Created individualized communication plans and giving goals for each donor as a benchmark marketing strategy
- Ensured donors were properly acknowledged, personally thanked, and updated on the impact of their gifts
- Worked with internal departments to secure appropriate project information and created offers and proposals that were used to secure gifts
- Executed a specific plan to retain and upgrade donors
- Used CRM systems, including Salesforce

Team Leader for the Children of the World Choir , 07/2016 to 06/2017

Company Name – City , State

- Led a team of 19 individuals including 13 children from the Philippines, Nepal, Honduras and Uganda during a 10-month tour across the United States
- Directed multiple concerts per week for the International Children's Choir
- Routinely coordinated concert details venues
- Built professional relationships with partners across the United States
- Responsible for communicating the vision and mission of World Help both on and off stage
- Ensured safety and welfare of the children during extensive travel
- Taught dance and instructed children throughout tour
- Presented information about child sponsorship and humanitarian aid needs during concerts

Elementary Teacher , 08/2012 to 06/2016

Company Name – City , State

- Increased student interest and participation in the classroom by creating and implementing thought-provoking hands-on activities
- Bolstered student confidence and achievement through structured, data- driven remediation and enrichment lessons
- Collaborated with colleagues to ensure the most effective instruction, practice, and assessments were implemented to successfully meet the needs of various learners
- Established a behavior management system to foster a respectful classroom environment, reducing distractions and increasing learning time
- Fostered meaningful relationships with students and parents to build trust and collaboration to better meet individual goals
- Achieved 100% pass rate on Virginia Reading SOL test and 100% pass rate two years in a row on Virginia Math SOL test