

ROBERT SMITH

Director of Philanthropy

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SUMMARY

Looking to begin a venture into the field of community design, development, and construction for a growing municipality, while gaining insight, knowledge, and experience to complement the skillset have acquired throughout various courses and personal experiences.

SKILLS

Multimedia Presentation, AutoCAD, Public Speaking; Moderate Spanish Fluency, Versatile Communication; Moderate Italian Fluency, Word Processing; Data Collection, Organization, & Analysis.

WORK EXPERIENCE

Director of Philanthropy

ABC Corporation - 2013 – 2014

- Maintained full accountability for managing all aspects of day-to-day non-profit operations and activities in support of organizational goals and objectives.
- Applied dynamic strategic planning, prioritization, and project/program management skills toward consistently achieving critical deadlines while maintaining high-quality standards.
- Demonstrated strong communication and relationship-building skills in facilitating a local partnership.
- Contributed leadership and business development skills in securing a \$100,000 three-year grant in cooperation with the University from the 21st Century Foundation for the Hempstead High School initiative.
- Maintained a portfolio of individual gift prospects, maintaining frequent and consistent contact with prospects, department leaders and volunteers, and key members of administrative leadership.
- Maintained and managed this portfolio in a manner that fosters a relationship that leads to philanthropic commitment.
- Managed an individual prospect pool of 150 or more / up to \$2.5M.

Director of Philanthropy

Delta Corporation - 2010 – 2013

- Raised \$7,500 for the Serious Fun Childrens Network through multiple fundraising events Planned, organized, and executed our philanthropy Created .
- Selected, following a competitive interview process, to coordinate a complex calendar of events for 16 campus organizations.
- Reviewed, approved, scheduled, and coordinated philanthropic activities with university, council, and chapter representatives.
- Coordinates all of the chapters internal philanthropic efforts.
- Planned all events throughout the year to fundraise for Womens Cardiac Care.

- Planned and executed details of 7th annual Red Dress Gala fundraiser with attendance of 350+ guests Raised \$16,000 for Alpha Phi Foundation, an.
- Balance budget and book venue for philanthropy Interact with people by selling jerseys and coordinating food for the event Oversee members of the.

SCHOLASTICS

- LL.M. in Letters and Laws - (Boston University School of Law)