

# Robert Smith

## Director of Philanthropy

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## SUMMARY

Seeks to pursue an internship position in the hospitality management/ event planning industry that will utilize and further enhance the creative, detail-oriented, and organizational skills.

## SKILLS

Grants Writing/Management, Grants Administrator, Fundraising, Event Management.

## WORK EXPERIENCE

### Director of Philanthropy

EdVenture, Inc. - May 2015 – March 2020

- Planned, organized, and delegated events regarding Breast Cancer Awareness and Education.
- Organized, planned, and executed a week of events and gala to support the Foundation- a non-profit organization that benefits victims of.
- Managed all public relations and marketing initiatives for these events through social media and print outlets.
- Assessed their traditional individual donor base.
- Organized philanthropic projects by communicating with donors, campus authorities, and the philanthropy committee.
- Supervised Spring and Fall philanthropy events to raise money for Service for Sight.
- Established specific, measurable, and attainable objectives for two full-time staff.

### Director of Philanthropy

Delta Corporation - 2011 – 2015

- Planned philanthropy events such as Red Dress Gala and King of Hearts Pageant & Casino Night two years in a row Red Dress Gala and King of Hearts.
- Planned, organized, and delegated events regarding Breast Cancer Awareness and Education.
- Organized, planned, and executed a week of events and gala to support the Alpha Phi Foundation- a non-profit organization that benefits victims of.
- Managed all public relations and marketing initiatives for these events through social media and print outlets.
- Assessed their traditional individual donor base.
- Organized philanthropic projects by communicating with donors, campus authorities, and the philanthropy committee.
- Supervised Spring and Fall philanthropy events to raise money for Service for Sight.

## EDUCATION

BA in Speech and Communication Studies - (Clemson University)