Robert Smith

Volunteer Fundraiser

CONTACT DETAILS

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PERSONAL STATEMENT

Volunteer Fundraiser is Collaborating with other departments, Development team members, and KIPP Texas leadership team to produce event related outcomes such as but not limited to: tracking and reconciling pledged gift amounts and expenses with accounts receivable, secure donations for event specific fundraising activities such as silent/live auction, creating and managing the design and distribution of event promotional materials.

WORK EXPERIENCE

Volunteer Fundraiser

ABC Corporation - March 2012 – June 2018

Responsibilities:

- Made sure all correspondence/questions from and for principals, teachers, staff, students, parents and community are addressed.
- Gathered, compiled and prepared annual field trip requests and projections from schools.
- Gathered, compiled and prepared annual fundraiser requests and projections from schools.
- Prepared reports/presentations concerning the district for the Board meetings, trainings, and/or workshops.
- Designed and/or ordered office, staff development, staff appreciation and student supplies and awards for the district.
- Collected, compiled and prepared district textbook and resource projections reports and analysis of budgeted needs.
- Maintained textbook budget/files.

Volunteer Fundraiser

Delta Corporation - 2011 – 2012

Responsibilities:

- Loaded and assembled firearms displays.
- Coordinated and set-up multiple fundraising events and organized charity rides for numerous charities.
- Successfully raised over $6,000 in pledges to go towards research.
- Raised $100,000 through direct mail solicitation, major gifts and fundraising event to support research.
- Seasonal - Assisted in installing and dismantling event - Aided in promoting and coordinate fundraiser OTHER.
- Fundraiser at Phoenix International Raceway.
- Cashier, food preparation, cleaner.

Education

MS

SKILLS

Designing, Material Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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