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Employment History

Director of Development *House of Mercy – Manassas, VA 2024-*

- Responsible for the cultivation, solicitation and stewardship of 150+ donors with a special emphasis on major gifts and planned giving.
- Nurture donor relationships through regular contact via phone, personal notes, and face to face visits in accordance with metrics-based assessment.
- Network, recruit and meet with new donors and corporate partners.
- Help coordinate donor and partner appreciation events.

Associate Director of Development *Archdiocese of Newark – Newark, NJ 2022-2023*

- Led strategic initiatives in data-driven moves management, leveraging data analytics to inform fundraising strategies, identify potential donors, and optimize resource allocation.
- Implemented technology solutions to enhance office efficiency, streamlining workflows, and improving the effectiveness of fundraising efforts.
- Fostered communication and collaboration among national Diocesan offices of Development and Stewardship.

Development Operations Manager *New Jersey Audubon, Bernardsville, NJ 2017-2021*

- Managed a team of three staff members, providing guidance, support, and supervision to ensure efficient operation of the Development department.
- Oversaw the Raiser's Edge database, maintaining data accuracy and integrity, and utilizing the system to its full potential for donor relationship management.
- Responsible for department budgeting, vendor management, and prospect research, optimizing resource allocation for fundraising activities.
- Played a pivotal role in coordinating office operations during the COVID-19 pandemic, ensuring continuity of fundraising efforts.
- Served as an employee representative for the NJA Diversity, Equity, Inclusion, and Justice (DEIJ) Committee.

Blackbaud Raiser's Edge Database Manager *Children's Specialized Hospital, NJ 2016-2017*

- Central role in managing the Blackbaud Raiser's Edge database, encompassing maintenance, query creation, report generation, and seamless data import/export processes.
- Supervised the donor receipt log and meticulously generated gift acknowledgments, ensuring donor stewardship and recognition.

Development Associate *York Street Project, Jersey City, NJ 2014-2015*

- Established strong relationships with prominent financial services firms in Jersey City, fostering partnerships and garnering support for the organization's mission.
- Spearheaded the development of a dynamic social media presence, diversifying the annual giving campaign to reach a broader donor base.
- Orchestrated all aspects of special events, including volunteer recruitment, resulting in the successful recruitment of a primetime television broadcaster as the emcee for the Women's Power Luncheon.
- Managed York Street Project's media appearance and interview on ABC News' "Here and Now," raising visibility and awareness.
- Launched and maintained the organization's website (www.yorkstreetproject.org), serving as a valuable communication platform.
- Optimized Blackbaud's eTapestry database protocols to maximize its effectiveness in donor management and engagement.

Volunteer *The Elizabeth Coalition to House the Homeless, NJ 2012-2014*

- Provided strategic guidance and support to the organization's cultivation events, enhancing donor relationships and fundraising efforts.
- Executed effective solicitations for The Coalition's largest annual fundraiser, *Hoops to End Homelessness*.
- Instrumental in recruiting volunteers for the 2013 Barclays FedEx Cup Golf Tournament, securing a \$10,000 contribution from the PGA Tour.

Golf Caddie *Baltusrol Golf Club 2010-2012*

Director of Alumni Relations *St. Andrew's Episcopal School, Potomac, MD 2004-2009*

- Directed a comprehensive alumni engagement program, involving 2,000 alumni in supporting the school's future.
- Secured ten \$10,000 gifts, resulting in a transformative \$1,000,000 alumni challenge gift for the St. Andrew's Endowment Campaign.
- Achieved a remarkable 90% database reliability rate through proactive alumni outreach and data management.
- Elevated alumni participation in the Annual Fund by 75% during my tenure, leading to a 60% increase in contributions.
- Managed a year-round calendar of alumni events, including Homecoming, Reunion Weekend, regional receptions, and phonathons.
- Facilitated all communications between the school and alumni, strengthening connections and fostering a sense of community.
- Co-Chaired the St. Andrew's *Committee for Equity and Inclusion*.

Development Officer *St. Anthony High School, Jersey City, NJ 2003-2004*

- Successfully planned and executed fundraising initiatives to meet the school's operating and capital budget needs, ensuring the school's financial stability and growth.

Education

The University of Montana, Missoula, Montana

- Bachelor of Arts in History
- *Phi Alpha Theta Member*, National Historical Honor Society.

University of New South Wales – Sydney, Australia

- Semester-long educational coursework in Sydney, Australia. Traveled extensively in Australia as well as New Zealand and Fiji.

National Outdoor Leadership School (NOLS) – Palmer, Alaska

- Hiked 130 miles on a 28-day course in the Central Alaska Range, while learning leadership skills, navigation techniques and natural history. College credits earned.

Volunteer Activity

La Finca LIFE (Low Impact for Earth) - Monteverde, Costa Rica

- In 2021 and 2023, I volunteered on a sustainable coffee farm in Costa Rica that combines areas of coffee production, conservation, organic agriculture and low environmental impact energy systems.

Catholic Charities of the Rio Grande Valley - McAllen, TX

- In 2020, I provided care and services to residents of the tent city in Matamoros, Mexico for individuals and families seeking asylum in the United States.

American Hiking Society Volunteer Vacations

- Between 2004-2017, I participated in several week-long trips building & maintaining trails in multiple locations across the western United States.