



Phone: (555) 234-5678

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EXPERTISE SKILLS

- fundraising
- community engagement
- project management
- social media marketing
- volunteer coordination
- donor relations

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in Nonprofit Management, University of Texas, 2017

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

FUNDRAISING EVENT COORDINATOR

Highly organized and detail-oriented Event Operations Coordinator with over 5 years of experience in the nonprofit sector, specializing in fundraising events and community engagement. Proven expertise in creating impactful events that align with organizational missions and drive donor engagement. Demonstrates exceptional project management skills, from concept development to execution, ensuring all events are delivered on time and within budget.

PROFESSIONAL EXPERIENCE

Charity Events Co.

Mar 2018 - Present

Fundraising Event Coordinator

- Planned and executed annual fundraising gala, raising over \$500,000 for local charities.
- Developed event themes and marketing strategies to attract diverse donor demographics.
- Engaged with community leaders and sponsors to secure partnerships and sponsorships.
- Coordinated logistics for silent auctions, raffles, and entertainment to enhance fundraising opportunities.
- Utilized social media platforms to promote events and engage potential attendees.
- Implemented donor recognition programs to enhance donor relationships and retention.

Community Outreach Inc.

Dec 2015 - Jan 2018

Event Planning Assistant

- Supported the planning and execution of community-based events, enhancing local engagement.
- Managed logistics for volunteer coordination and training sessions.
- Assisted in the development of event materials and promotional content.
- Conducted surveys to gather feedback and improve future events.
- Maintained event calendars and schedules to ensure timely execution.
- Facilitated communication between staff, volunteers, and community partners to ensure alignment.

ACHIEVEMENTS

- Increased donor participation by 25% through targeted outreach efforts.
- Recognized for exceptional event execution with the 'Outstanding Community Service Award.'
- Developed a comprehensive donor database that improved tracking and engagement.