
Advancement Director Resume

Job Objective

Looking for work as Advancement Director in a firm that allows me to practice my expertise while also continuing to grow and advance in my experiences.

Highlights of Qualifications:

- Strong experience in Fundraising and event planning
 - In-depth knowledge of budgeting and fundraising
 - Proven record of success in philanthropic fund-raising
 - Familiarity with fundraising systems and MS Office Suite
 - Good understanding of fundraising and marketing concepts and strategies
 - Possess demonstrated track record of setting and achieving goals
 - Excellent writing, planning and organizational skills
 - Ability to solve problems calmly, graciously and constructively
 - Ability to handle confidential information with integrity
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Professional Experience:

Advancement Director, August 2005 – Present
Latino Community Services, Ontario, NY

- Identified and created prospects for collection of major gifts.
- Developed and maintained a planned giving program for donors to meet objectives.
- Managed and oversaw the grant process which included identifying appropriate foundations and writing grants.
- Coordinated and oversaw the donor management system.
- Recommended and implemented special fundraising events including appropriate stewardship and appreciation events for donors and friends.

Advancement Director, May 2000 – July 2005
California State University, Ontario, NY

- Collaborated with the Executive Director and Board of Trustees to build a development plan that is integrated with the company's strategic plan.
 - Oversaw Advancement Office operations, donor files and database and financial records.
 - Provided information for short and long-term financial planning about gifts, including an evaluation of expected gifts.
 - Oversaw the creation and supervision of the Advancement Office budget, including approval of contracts and invoices.
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Education:

Bachelor's Degree in Finance, Cardinal Stritch University, Milwaukee, WI

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