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# DEVELOPMENT OFFICER RESUME

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## Objective:

Seeking a Development Officer position within a highly established organization in which my skills can be enhanced to benefit the organization.

## Highlights of Qualifications:

- Extensive experience in public and private grant writing with a proven track-record of success
- Demonstrated knowledge in principles of development and fundraising
- In-depth knowledge of prospecting strategies
- Ability to plan, prioritize and coordinate multiple projects
- Excellent verbal and written communication skills
- Strong organizational skills with attention to details
- Proficient in computer software programs Word and Excel

## Professional Experience:

Development Officer, August 2005 – Present  
My Turn Inc., Albuquerque, NM

- Researched and identified corporations, foundations and government prospects as sources of funding.
- Conducted appropriate internal and external research to obtain information needed to author proposals.
- Gathered and prepared all materials to accompany grants.
- Managed proposal archive and maintained an accurate list of corporate, private and public foundations and government donors.
- Developed monthly activity reports including funding requests, grants and reporting information for the CEO.

Development Officer, May 2000 – July 2005  
Arizona State University, Albuquerque, NM

- Identified prospective donors, established relationships with prospects and donors and soliciting annual, major and planned gifts to the College.
- Consulted and collaborated with volunteers, administrators, faculty and development staff to identify interest areas of major gift prospects.
- Worked with College's event coordinator and advancement staff to plan, organize and stage special events for the College.
- Participated in recruitment process and raised funds.

## Education:

Bachelor's Degree in Human Services, Eastern Connecticut State University, Willimantic, CT

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