
Fund Development Officer Resume

Job Objective

To obtain a Fund Development Officer position with organization where challenges and opportunities make way for career development

Highlights of Qualifications:

- Extensive knowledge of donor software
 - Strong knowledge of fundraising research and submission strategies
 - Exceptional interpersonal and presentation skills
 - Superb written and verbal communication skills
 - Strong ability to manage multiple projects
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Professional Experience:

Fund Development Officer
Saint Marys Health Care, Owensboro, KY
August 2005 – Present

- Developed and implemented grant writing procedure and related functions.
- Developed annual goals for corporate, foundation and government revenues.
- Supervised prospect research, grant writing and reporting.
- Developed and reviewed annual submission schedules.
- Developed and maintained donors' database.
- Developed and executed various fund raising initiatives.

Fund Development Officer
Promise Regional Medical Center, Owensboro, KY
May 2000 – July 2005

- Developed and submitted grant proposals, letters of intent, case statements and acknowledgement letters to funding agencies.
 - Created and managed institutional reports and annual submission schedules.
 - Managed grant expenditures and deliverables and supported reporting process.
 - Ensured fulfillment of donor grant restrictions and preferences in conjunction with communications and program staff.
 - Structured new requests framed proposals for budgeting and program development, in association with program staff..
 - Identified, maintained and negotiated appropriate sponsorship opportunities to support specific funding requirements.
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Education:

Bachelor's Degree in Public Health
Emory & Henry College, Emory, VA

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