
Fundraising Administrator Resume

Job Objective

Seeking Fundraising Administrator position with a quality organization in which to use my skills and special abilities to contribute to the growth of the organization.

Highlights of Qualifications:

- Remarkable experience managing in events fundraising environment
 - Huge knowledge of database management and handling complex projects
 - Deep knowledge of MS Office and fundraising from trusts
 - Familiarity with charity sector and fundraising
 - Amazing ability to identify funding opportunities
 - Outstanding ability to evaluate financial information
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Professional Experience:

Fundraising Administrator
Western Asset Management, San Jose, CA
November 2007 – Present

- Imparted administrative support to fundraising department.
- Administered fundraising department's knowledge management systems.
- Monitored departments financial inputting.
- Aided events activity and sent proposals to trusts.
- Coordinated with suppliers for varied items.

Fundraising Administrator
UMB, San Jose, CA
December 2003 – October 2007

- Established manual and electronic office administrative systems.
 - Managed supporter database and developed electronic and manual mailing systems.
 - Handled caseload of fundraising projects.
 - Coordinated as member of fundraising team.
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Education:

Bachelor's Degree in Business Management
Martin University, Indianapolis, IN

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