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## Fundraising Coordinator Resume

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### Job Objective

To obtain a Fundraising Coordinator position in a company that provides an open environment with many opportunities for continuous growth.

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### Work Experience:

Fundraising Coordinator, May 2004 – Present  
Touch, Kent, WA

- Managed logistics and supported multiple events and programs simultaneously.
- Assisted in the development of new & existing fundraising participants and clients.
- Facilitated clients fundraising efforts by utilizing effective fundraising techniques, and online fundraising website.
- Helped with the recruitment of donations and funds to be used for upcoming programs and campaigns.
- Coordinated with administrative duties and tasks related to upcoming fundraising programs.

Fundraising Coordinator, March 2002 – April 2004  
Mint,inc., Kent, WA

- Delegated responsibilities and shared information of the overall goals of the organization to paid staff and volunteers.
  - Lead fundraising programs and special events, and achieved organizational goals.
  - Ensured appropriate financial structure and understanding of accounting principles, overseen the use of resources, and adhered to revenue and expense budgets.
  - Ensured budget guidelines and maintained fiscal accountability.
  - Ensured availability of adequate funds to carry out organization's work.
  - Coordinated with administrative duties and tasks related to upcoming fundraising programs.
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### Summary of Qualifications:

- Extensive experience with grant writing, fundraising, database management and event planning
  - Proficient in organizing and planning special fundraising events.
  - Skilled in sales and business development with a proven track record of successfully meeting sales quotas
  - Familiarity with Computers and Software (Windows, MS Office) and Personal Communication Devices
  - Strong organization, multi-tasking and time management skills
  - Excellent verbal communication and active listening skills
  - Amazing ability to motivate participants and clients over the phone
  - Remarkable ability to work in a demanding self-directed work schedule
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### Education:

Bachelor's Degree in Sales and Marketing, Lander University, South Carolina, SC

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