
Fundraising Manager Resume

Job Objective

Qualified Fundraising Manager seeking work with an existing company in which to put my skills and knowledge to good use.

Highlights of Qualifications:

- Experience in managing fundraising events and achieving all objectives.
 - Thorough knowledge of financial accounts
 - Operational knowledge of new organizational resources
 - Ability to manage communication with various sources
 - Ability to analyze fundraiser requirements
 - Excellent project management skills
 - Ability to multitask and prioritize work
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Professional Experience:

Fundraising Manager
IEEE Corporate, Washington, MD
October 2008 – Present

- Maintained database for organization and ensured accuracy.
- Assisted in reconciliation of all financial data.
- Coordinated with development team and prepared desktop reports.
- Prepared written protocols and provided training to staff.
- Provided efficient interface with information system team.
- Analyzed fundraising progress and prepared reports.
- Planned annual business strategies.
- Prepared reports for all fiscal year estimates.

Fundraising Coordinator
Key Resource Group, LLC, Washington, MD
August 2003 – September 2008

- Coordinated with teams and implemented fundraising programs.
 - Assisted to maximize all fund development activities through cold calling.
 - Developed efficient fundraising strategies and associated budgets.
 - Participated in various networking events for warm leads.
 - Performed regular research for local businesses.
 - Developed and maintained relationship with existing sponsors.
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Education:

Bachelor's Degree in Management
Argosy University, Twin Cities, MN

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