
Fundraising Officer Resume

Job Objective

Looking to improve the organization using my skills as a Fundraising Officer.

Highlights of Qualifications:

- Strong organizational knowledge
 - Proficient with MS office software suite
 - Highly skilled to achieve department's objectives and plans
 - Excellent research skills
 - Ability to achieve set targets within the specified time limit
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Professional Experience:

Fundraising Officer
Food For Life Global, New York, NY
August 2005 – Present

- Planned and executed fund raising initiatives
- Contributed ideas and suggestions to support fundraising strategy.
- Developed and maintained a list and schedule of smaller trust targets.
- Created template letters and applications for priority fundraising projects.
- Developed special applications to invite funds for funding program
- Solicited repeat funding from existing partners through appropriate strategies.

Fundraising Officer
American Heart Association, New York, NY
May 2000 – July 2005

- Developed and executed fundraising initiatives.
 - Initiated and implemented strategies and monitoring system for fund raising activities.
 - Facilitated participatory workshop with employees to capture shared vision and ideas for Fundraising initiatives.
 - Ensured the fund raising initiatives achieve program objectives and costs of the current and future programs.
 - Developed annual work plans for raising funds in line with approved strategy.
 - Interacted with individuals, Government agencies, companies, trusts and foundations to support fund raising activities.
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Education:

Bachelor's Degree in Public Health
Silver Lake College, Manitowoc, WI

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