

[First Last Name]

[City, State] | [email@example.com] | [(123) 456-7890] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **Fundraising Coordinator** with [X] years of experience supporting nonprofit development teams in planning, executing, and optimizing multi-channel fundraising campaigns. Proven track record in **donor stewardship, event coordination, and database management** to drive revenue growth and donor retention. Adept at collaborating cross-functionally, analyzing fundraising data, and crafting compelling donor communications aligned with organizational missions and goals.

PROFESSIONAL EXPERIENCE

[Fundraising Coordinator] | [Nonprofit Organization Name]

[Month Year] – Present | [City, State]

- Coordinated [X+] annual fundraising campaigns, including [online appeals, peer-to-peer initiatives, and direct mail], contributing to a [X%] increase in total donations and [X%] growth in recurring gifts year-over-year.
- Managed donor records in [CRM platform, e.g., Raiser's Edge / Salesforce NPSP], ensuring [99%+] data accuracy, segmenting [X,000+] contacts for targeted outreach, and generating monthly performance reports for senior leadership.
- Planned and executed [X] signature fundraising events per year, overseeing logistics, sponsorship outreach, volunteer coordination, and post-event stewardship, resulting in [X%] higher attendance and [X] new major donor prospects.

[Development Assistant] | [Charitable Foundation Name]

[Month Year] – [Month Year] | [City, State]

- Supported the development team in implementing **annual giving** and **membership** campaigns by preparing mailing lists, coordinating print and email production schedules, and tracking responses to improve campaign ROI.
- Drafted and edited donor-facing materials, including **thank-you letters, impact reports, and stewardship emails**, helping maintain a donor acknowledgment turnaround time of under [X] business days.
- Assisted in prospect research using tools such as [WealthEngine / iWave / Foundation Directory Online] to identify potential major donors and grant opportunities, contributing to the submission of [X+] grant proposals annually.

EDUCATION

[Bachelor of Arts in Nonprofit Management] | [University Name]

[Month Year] – [Month Year] | [City, State]

- Relevant coursework: [Fundraising Principles], [Grant Writing], [Nonprofit Financial Management], [Marketing for Nonprofits].
- Activities: [Member, Nonprofit Leadership Student Association]; [Volunteer, University Fundraising Phone-a-thon].

SKILLS

Fundraising & Development: [Annual giving], [donor stewardship], [event fundraising], [peer-to-peer campaigns], [grant support].

Tools & Technology: [CRM systems (e.g., Raiser's Edge, Salesforce NPSP)], [email marketing platforms (e.g., Mailchimp, Constant Contact)], [Microsoft Excel], [Google Workspace].

Data & Reporting: [Donor segmentation], [gift tracking], [KPI dashboards], [campaign performance analysis], [data hygiene and maintenance].

Communication: [Donor correspondence], [copywriting for appeals], [event promotion], [presentation support], [proofreading and editing].

Project & Event Coordination: [Timeline management], [vendor coordination], [volunteer scheduling], [budget tracking], [onsite event logistics].

Relationship Management: [Stakeholder collaboration], [board and committee support], [sponsor outreach], [community engagement].

Soft Skills: [Attention to detail], [time management], [problem-solving], [teamwork], [adaptability], [professionalism].

SELECTED PROJECTS

[Year-End Giving Campaign Revamp] | [Nonprofit Organization Name]

[Month Year] – [Month Year]

- Collaborated with the development and communications teams to redesign the year-end giving strategy, integrating **email, social media, and direct mail** for a cohesive donor journey and message.
- Segmented donors by giving history and engagement level in [CRM platform], tailoring messaging and ask amounts, which contributed to a [X%] increase in average gift size and [X%] boost in response rate.
- Tracked real-time campaign performance and prepared a post-campaign analysis highlighting key metrics, lessons learned, and recommendations for future appeals.

[Signature Fundraising Event Launch] | [Community Initiative Name]

[Month Year] – [Month Year]

- Supported the launch of a new annual fundraising event by coordinating venue selection, vendor quotes, and event timelines, ensuring all milestones were met on schedule and within the approved budget.
- Assisted with **sponsor outreach** by preparing sponsorship packets, tracking commitments, and maintaining communication, helping secure [X] local business sponsors for the inaugural event.
- Developed post-event surveys for attendees, volunteers, and sponsors, compiling feedback into a concise report used to refine the event format and stewardship plan for the following year.