

EXPERIENCE**Ertz Family Foundation**

Philadelphia, PA

Director of Fundraising and Outreach

February 2021 – Present

- Outstanding ability and demonstrated track record of stewarding and cultivating impactful relationships with major donors and sponsors through relationship building and gift management for special occasions
- Spearheaded the House of Hope project, an initiative that will create a safe-haven and provide critical resources for over 500+ at-risk youth in the Philadelphia community
- Successfully exceeded each established fundraising goal, netting over \$1 million in charitable donations
- Designs and proposes outreach strategies to enhance engagement, secure in-kind donations, and programming dollars
- Collects and researches Philadelphia statistics to demonstrate the purpose of our initiatives to persuade potential donors
- Coordinates all event components, including pre-planning logistics, day-of preparation, marketing, and breakdown
- Aided in social media marketing, managing foundation social platforms, editing content, providing photos, and update

Project Program Manager Intern

August 2020 – December 2020

- Assisted in the preparation and coordination of charity events for the Foundation
- Maintained donation databases, including logging donations and generating/sending acknowledgments
- Attended and scheduled daily meetings with the foundation and aided in administrative duties assigned by staff

University of Pennsylvania

Philadelphia, PA

Business Development Coordinator

January 2023 – October 2023

- Directed and managed a successful summer camp, achieving a 20% attendance boost and 30% higher social media engagement, while upholding University standards and policies
- Processed \$100,000+ in invoices from 18 athletic sports teams, while meticulously tracking finances for the Business Development office
- Developed and generated new business opportunities leading to more significant partnerships with industry leaders
- Provided on-site support for 20+ special events, rental requests, and internal events
- First point of contact for Division of Recreation and Intercollegiate Athletics camps and clinics, overseeing facility scheduling, record maintenance, policy compliance, hiring processes, and invoicing/payment tracking
- Collaborated with the Director of Stacks Camps (SDI) to update camp/clinic websites
- Cultivated positive internal relationships with coworkers and external groups, contributing to cross-functional Athletics meetings and optimizing processes through collaboration

Timoteo Sports

Philadelphia, PA

Administrative Assistant

March 2022 – February 2023

- Updated Salesforce, exporting sales reports, implementing information, and other administrative tasks
- Successfully applied for 200k grant completed budget requirements, collects expenses, and modifies monthly invoices
- Managed sports program events aspects including invitations, marketing, and supplies
- Oversaw registration software Jotform, and reviews participants' information to ensure all data is accurate

Philadelphia Flyers

Philadelphia, PA

50/50 Raffle Seller

September 2019 – October 2020

- Facilitated sales and revenue for 50/50 raffles at games, greeting and informing fans about specific charities to achieve goals
- Controlled a Kiosk for raffles while being responsible for holding a large sum of the revenue made throughout the game

Philadelphia Department of Recreation

Philadelphia, PA

Philadelphia Department of Recreation Leadership Program Intern

May 2019 - August 2019

- Organized and managed diverse events such as swim meets, senior-citizen games, and seasonal staff training, while efficiently integrating participant data into a city database

SKILLS

Fundraising, Administrative Support, Data Analytics, Reporting, Organizational Skills Microsoft Office Suite (Word, Outlook, Excel), Event Management, Communication, Relationship Building, Administrative Systems, Volunteer Management

EDUCATION

Temple University

Philadelphia, PA

Bachelor of Science, Sports and Recreation Management

December 2020