

MONICA J. CALDWELL
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Experienced non-profit professional with more than 8 years of development and special events experience who is seeking a meaningful opportunity to advance the mission of a local charity through expanded fundraising and donor stewardship

PROFESSIONAL STRENGTHS

- ◆ Organized, dependable, and accountable team player
- ◆ Able to manage multiple projects and successfully meet deadlines
- ◆ Effective project leader who collaborates with others and manages volunteers
- ◆ Committed to promoting organizational mission and vision to community leaders, donors, volunteers, business partners and other constituent groups
- ◆ Establishes and maintains positive working rapport with outside vendors and internal colleagues
- ◆ Focus on donor stewardship and relationship building which matches philanthropic goals with organizational needs

PROFESSIONAL EXPERIENCE

DEVELOPMENT DIRECTOR: August 2014 to Present

JFCS of the Suncoast, Sarasota, FL

Manage full spectrum of special events for social service agency, including two signature fundraising events and six to ten other events per year. Annual net income of these events represent 20% of \$8.6M budget.

- ◆ Identify event chairs and committee members
- ◆ Provide direct support to event chairs and committees to ensure targeted goals are met
- ◆ Engage volunteers in meaningful assignments to assist with event-related planning and implementation
- ◆ Manage vendor bidding process to select event venues
- ◆ Oversee development of corporate, foundation and individual solicitation and collateral materials
- ◆ Conduct 1:1 solicitation and follow up with business partners, foundations and patron sponsors
- ◆ Coordinate and manage outside service and product vendors including A/V company, mobile bidding company, marketing/design and graphics printer, photographers, media, entertainment and caterers
- ◆ Develop event timelines and prepare scripts for event presenters
- ◆ Manage silent auction procurement, bundling and display for signature fundraiser
- ◆ Collaborate with board members, committees and volunteers to achieve successful results
- ◆ Develop budget and prepare ROI for each event which is submitted to respective committees and Board of Directors

ADMINISTRATIVE ASSISTANT: January 2010 to August 2014

American Jewish Committee, Sarasota, FL

Provided fundraising, marketing and donor stewardship support to regional director of local chapter of national Jewish advocacy organization.

- ◆ Managed all aspects of event administration for two annual signature fundraisers and six outreach and advocacy events
- ◆ Performed accounts payable functions for the regional office
- ◆ Scheduled and arranged board meetings and set agendas
- ◆ Provided donor stewardship for local attendees at national conferences

KEY ACCOUNT MANAGER/INTERNAL WHOLESALER: October 2002 to April 2009

Hanlon Investment Management, Inc., Egg Harbor Township, NJ

- ◆ Managed scheduling, travel, meetings and special events for four external wholesalers and CEO of a national financial management company
- ◆ Created sales literature and email bulletins in compliance with external and internal guidelines
- ◆ Followed up on sales leads
- ◆ Ran a marketing department and spearheaded numerous marketing initiatives.
- ◆ Solicited and obtained consensus from external and internal parties regarding various aspects of marketing and business issues for presentation to management and CEO in weekly meetings.

CLIENT SERVICE ASSOCIATE/UNIT SUPERVISOR: October 1988 to January 1993

Merrill Lynch Mutual Fund Operations, Somerset, NJ

TECHNICAL KNOWLEDGE AND SKILLS

MS Office Suite, ACT!, Raiser's Edge, Donor Perfect, Constant Contact

EDUCATION

Rutgers University, Camden, NJ Bachelor of Arts with Highest Honors in Psychology

Miami University, Oxford, OH Bachelor of Science in Business Marketing

CERTIFICATION

New Jersey Teacher Certification K-8, May 1995

VOLUNTEER WORK

Temple Emanu-El, Sarasota, FL

Speechwriting Advisor for Bar & Bat Mitzvah candidates

Member, Committee to establish Temple's chapter of National Youth Group

Member, Committee to award overnight camp scholarships for students

Jersey Shore Council, Boy Scouts of America, Toms River, NJ

Former Awards Coordinator, Cub Scout Pack 77