



City, State Abbreviation zip  
code



(123) 456-7890



email@example.com



LinkedIn | Portfolio

## KEY SKILLS

- Community engagement
- Confident communication
- Fundraising
- Leadership and team management
- Nonprofit financial planning
- Salesforce

## CERTIFICATIONS

- Certified Nonprofit Professional, Nonprofit Leadership Alliance, January 2011
- Salesforce Certified Professional, Trailhead, August 2008

# Lori Patel

Accomplished leader with over 15 years of experience in the nonprofit arts sector. Expertise in budget management and fundraising, allocating multi-million-dollar budgets. Passionate about community service that connects youth and underserved populations with music, art, and poetry.

## PROFESSIONAL EXPERIENCE

### STAY-AT-HOME MOM

SELF-EMPLOYED, BALTIMORE, MD | MARCH 2015 – PRESENT

- Orchestrate a daily homeschool curriculum for four children ages 3 to 18 years old
- Hosted a monthly co-op for fellow homeschooling parents and their children to promote social interaction and teamwork
- Facilitated over 50 parenting workshops and seminars to support local families
- Visit the local food bank weekly to mentor children on caring for community members in need
- Fundraised over \$15,000 for school and community projects with the city's parent group

### DIRECTOR OF OPERATIONS

THE MUSICIANSHIP, WASHINGTON, D.C. | JANUARY 2010 – MARCH 2015

- Managed and appropriately allocated a nearly \$2.5 million annual budget for community music programs
- Coordinated annual insurance renewals to ensure coverage for all assets and activities
- Supervised a team of five full-time staff and over 30 contractors to complete organizational projects
- Oversaw the training of new staff in alignment with cultural and operational goals
- Achieved 100% compliance with federal and state nonprofit regulations for the duration of employment

### DEVELOPMENT DIRECTOR

FIELD OF VIEW, WASHINGTON, D.C. | JANUARY 2006 – DECEMBER 2009

- Designed fundraising campaigns in alignment with the organization's artistic mission
- Increased annual funding by 40% through donor engagement strategies and targeted fundraising campaigns
- Managed the donor database using Salesforce to increase the effectiveness of campaigns
- Achieved an 80% success rate with an average of 50 grant applications submitted each year
- Raised over \$500,000 in two years through major donor contributions and corporate partnerships

## EDUCATION

### Master of Science (M.S.) in Nonprofit Management

University of Maryland Global Campus, Online | June 2005

### Bachelor of Science (B.S.) in Business Administration

Towson University, Towson, MD | June 2000

