

Samantha Messina

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Objective

Throughout my career, I will perform to the caliber of a professional by working alongside experts in the field of Development to assist non-profit organizations in community fundraising efforts to best fulfill their mission.

Experience

Youth Symphony of Kansas City

July 2018 - Present

Grant Writer/Database Administrator

- Securing, supervising, and reporting on state and local grants, corporate sponsorships, major gifts, and individual donations within the FY19 and FY20 fiscal year
- Cultivating and maintaining relationships with major donors on behalf of the Development Team
- Managing donor database, including best practices for efficient processing, tracking, reporting, & acknowledging gifts via *Salesforce*
- Aiding Director of Development and Executive Director in all fundraising efforts throughout the fiscal year
- Producing detailed direct mail pieces, department reviews, event invitations, holiday acknowledgments
- Organizing and assisting with mass-mailings for individual and corporate campaigns
- Crafting all proposals, letters of intent, formal acknowledgments, end of year reports, and additional materials for executive staff
- Leading and organizing local community outreach programs such as specialized concerts, donor engagement occasions, and special events
- Assisting the Director of Development with administrative, clerical, and fundraising duties as assigned
- Reorganizing and maintaining the central Grants and Development fundraising calendar for FY20

Education

University of Missouri – Kansas City

August 2015 – May 2020

Bachelor of Arts in Music

Graduating from the Conservatory of Music, 3.5 GPA; coordinated the UMKC Honor Band and Orchestra Festival from 2015-18; NAfME-C chapter secretary from 2015-16; intern with the Youth Symphony of Kansas City from 2016-18; president of the clarinet studio from 2017-19; principal and auxiliary clarinetist in all three university performing ensembles.

Hard Skills

- *Salesforce* and other CRM databases
- Event Planning and Execution
- *Microsoft Office Suite*
- *Canva* (graphic design)
- *Classy* (website management)
- 5 years in Formal/Professional Writing
- Social Media Platforms

Soft Skills

- Efficient Time Management
- Productive Communication Skills
- Adaptability in the Workplace
- Innovative Problem Solving
- Positive Attitude
- 7+ Years in Customer Service
- Resilient Work Ethic