



6:04



Jennifer >



**RESUME2020.pdf**

PDF Document · 122 KB

Here's my resume in case you need it again; it's updated

Send me everything you think might be helpful. And you mentioned a letter of recommendation yesterday. That may not hurt us in this situation because I'm asking for a new position. If you're comfortable requesting those I think let's have one or two in our portfolio

Yes I'll get Jim Reeves, Rachael Gillette, Woofy and Andrea (she asked to do one) 🙌  
Hopefully by Friday for you

I found 33 grant makers/foundations that could become donors for PHS I know about half personally and have their cell numbers etc and frequently speak to 10 of the 33

I assure you I WILL pay for myself and then some.



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## Manda Leigh Moore

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Gulf Breeze, Florida 32563

MandaLeighMoore@gmail.com  
Phone: 850-686-9115

### NONPROFIT EXECUTIVE

**-Public Relations/Marketing/Fundraising/Administration/Budget Management-**  
Extensive success includes 90% fundraising gains, volunteer retention programs and a proven history of media coverage for nonprofits.

#### *Core Knowledge & Skill Areas*

- Advanced skills in community relationship building, Board/Employee relations, fundraising with Major Gifts, public speaking, leadership, budget management, and strategic planning.
- Proven track record of building partnerships and coalitions among business, government and nonprofit organizations with focus on community outreach initiatives.
- Grassroots Campaign Design
- Volunteer Retention
- Organizational Leadership
- Media and Press Relations (PR)

### PROFESSIONAL EXPERIENCE

#### **Pensacola State College Foundation**

2019-Contract End Date July 1, 2020

##### **Director of Development and Campaigns**

- Develops and executes effective fundraising and engagement strategies to create meaningful relationships with internal and external donors
- Develops and implements comprehensive fundraising strategy
- Cultivates and solicits major gifts and sponsorships
- Oversees and sits on a multitude of committees
- Assists with all fundraising activities including events
- Creates partnerships within the community
- Remains current fixture within prominent groups, organizations and societies within community

#### **Leverage Las Vegas: Non-profit Consulting Firm** **Consultant for Southern Region**

2017-Present

- Major Gifts Negotiations
- Sustainable Programs
- Grants construction and implementation
- Events Management
- Sponsorships
- Fundamental Development

#### **Panhandle Animal Welfare Society (PAWS)** **Head of PR, Fundraising and Events**

2017-2019

- Oversee all fundraising including grants, capital campaigns, private donors, major gifts and trusts
- Sustainable Program Developer and Coordinator
- Oversee all events
- Manage all social media and website
- Manage all public relations including press releases, appearances and interviews
- Volunteer Coordinator and Retention Agent

#### *Key Contributions & Accomplishments*

- \*Launched PAWS umbrella program **Commit to Keep** for intake diversion, **I AM PAWS** membership program, **Pawsitive Works** program a partnership with the Boys and Girls Club, and multiple sponsorship programs including for the foster program and renovations.

\*Increased fundraising gain significantly totaling over 2 million brought in within two years

\*Accrued 19 grants and counting for the organization totaling \$307,000

\*Launched **A New Run on Life** renovation of Fort Walton Beach shelter location with sponsorship plan, donors, grants, trust funding and campaign fund

\*Created the **One by One Initiative** for a no-kill status by 2022

#### **Loss Angeles Clothing: A Nonprofit Clothing Company** **Executive Director, Co-Founder and Acting President**

2010-2017

- Head of fundraising and special events
- Head celebrity headhunter for all promotions
- Program Coordinator: Execution of all established programs into Los Angeles area and new program **Dreams Closet** into Las Vegas
- Leader in daily operations including coordination of all clothing production and wholesale purchasing.
- Overseeing budget development
- Volunteer Coordinator and Retention Agent
- Attend all Board meetings and special events in community



6:05



Jennifer >

May 14, 2020 at 1:10 PM

Letters are coming in, should have all by tomorrow!  
Created a stats sheet with a different showcase regarding what I accomplished at PAWS in the two years I was there.  
Also creating a 90 day action plan if I were to be hired.  
Is there any major concern the board has been focusing on? ie donor retention, sustainable programs etc?

Both you mentioned. Recurring donation platform would be sweet for continued support.

Ok I will include all that in action plan.

May 14, 2020 at 4:27 PM

How many board members do you need a packet for to present me?  
I can put them together with individual folders for their review

We may be doing a virtual meeting again. My Monday meetings are phone calls.  
If it needs to go to full board we can email. There are 12 right now.

If we meet face to face it will be the



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