

EDUCATION

Columbia University – *MFA in Dramaturgy*

September 2015 - May 2018

Hofstra University – *BFA in Directing, Minor in Speech, Communications, Rhetoric, and Performance Studies*

September 2009 - May 2013

EXPERIENCE

CO/LAB Theater Group – *Development Manager*

July 2018 - Present

- Develop language for all major individual giving campaigns
- Communicate with donors, prospects, board members, and young professionals board
- Track and record donations in Salesforce and send out monthly acknowledgments
- Provide assistance at fundraising and community events
- Research grants, maintain grants calendar, and write applications, LOIs, and reports

Arts For All – *Development Associate*

January 2019 - Present

- Research grants, maintain grants calendar, and write applications, LOIs, and reports
- Communicate with donors, prospects, and board members
- Implement Salesforce integration and data cleanup
- Track and record donations and send out monthly acknowledgments
- Represent Arts For All at events and meetings with industry peers and potential partners, donors, and employees

The Panto Project and We Accept You One Of Us – *Line Producer*

June 2018 - January 2019

- Lead development efforts (individual giving, major gifts, and grant writing)
- Prepare, share, and record all contracts and payments
- Assist in all elements of show production, pre-production, and close out
- Prepare individual emails and e-blasts in MailChimp for both promotion and development
- Lead outreach to key communities for ASL interpreted performance, audio described performance, community discounted performances, and other special performances

Pipeline Theatre Company – *Literary and Community Manager*

June 2018 - Present

- Lead the reading process for mainstage selection and PlayLab selection, including training and managing all volunteer readers
- Provide feedback to playwrights developing new work in PlayLab
- Work with ensemble members to plan yearly retreat
- Assist in planning workshops and other artistic development events
- Maintain submissions inbox and communicate with playwrights submitting work

Pipeline Theatre Company – *Marketing and Development Assistant*

June 2017 - June 2018

- Assist on all giving campaigns and fundraising events, including planning the annual gala
- Develop language for grant applications, grant reports, and LOIs
- Plan social media campaigns to coincide with Pipeline's mainstage production and secondary programming
- Track incoming donations and maintain master donor list
- Send acknowledgements letters to donors monthly

The Anthropologists Save the World! – *Associate Producer*

June 2018 - August 2018

- Coordinate between cast, crew, creatives, and host venue
- Find food and raffle donors for opening night and fundraising events
- Plan activities and performances for opening night and fundraising events
- Provide artistic and dramaturgical feedback on devised and developmental works
- Research key audiences and lead targeted outreach

WalkUpArts – *Producer and Artistic Leadership*

June 2018 - August 2018

- Help lead fundraising efforts, including donor outreach and prospecting, acknowledgements, and grant applications
- Maintain master donor list
- With artistic team, plan and produce all yearly programming, including mainstage performances, secondary programming, workshops and readings
- Lead audience outreach efforts and develop programs for continued engagement
- Maintain and update website through Wix

AWARDS, SCHOLARSHIPS, FELLOWSHIPS

The Performance Project Fellowship (2018), MORE Art Engaged Artist Fellowship (2018), Schubert Scholar (2015), Columbia University Fellowship (2015), Hofstra University Honors Graduate (2013), Hofstra University Dean's List (2013)