

Sarah Mulvey Gaines

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Professional Strengths

Strategic planning; volunteer management; information synthesis and analysis; verbal and written communication; event conceptualization and execution; donor prospect identification, cultivation, solicitation, and stewardship.

Education

BA, English Literature, New York University, 1999: inducted in *Phi Beta Kappa* Honor Society
Certificate in Fundraising, Continuing Education Program, University of Pennsylvania, 2001
MS, Nonprofit Management, Rosemont College, 2003

Work Experience

University Liggett School – Grosse Pointe Woods, Michigan (2010 – 2016)

Director of Development; Development Consultant

Serve in a variety of full-time and part-time roles in close partnership with the Associate Head of School for Advancement and in service of a \$50 million capital campaign. Assist in developing departmental and campaign strategies, and coordinate prospect research and moves management. Write and edit departmental materials, assist with events, oversee and collaborate with staff, create reporting tools. Undertake special projects, including the organization and utilization of the institutional archives as well as a temporary role assisting the Admissions Office.

Opus Search Partners – Philadelphia, Pennsylvania (2007 – 2011)

Search Consultant

In partnership with firm principals, conducted searches for senior-level administrators, primarily in higher education and academic medicine. Clients included Columbia University, Northwestern University, Michigan State University, New York University, and Stanford University. * *Worked part time in 2010 and 2011.*

Philadelphia Society for Services to Children “PSSC” – Philadelphia, Pennsylvania (2004 – 2007)

Founding Director of The Kinship Institute and Kinship Project Administrator (2005 – 2007)

Led the development of The Kinship Institute, an initiative that benefited relative care-givers. Directed legislative advocacy and peer agency coordination. Recruited members for the Advisory Committee, including state legislators, city officials, policy makers, funders, caregivers, and service agency directors. Created professional development seminars and annual conferences. Developed a comprehensive resource guide for service agencies and relative caregivers. Managed programmatic budget and held sole responsibility for generating funding.

Director of Development (January 2004 – December 2005)

Oversaw a multi-million dollar fundraising program and grew private funding by 35% during first full year as Director of Development. Fostered growth across all donor constituencies including achieving 100% board giving and a 200% increase in corporate giving. Facilitated meetings of the board fundraising committee. Initiated public relations efforts for the organization, including a redesign of the website, media outreach, and events. Drafted the organizational strategic plan for board approval. Managed budgets and oversaw a staff of two full-time employees and two student interns.

Bryn Mawr College – Bryn Mawr, Pennsylvania (2002 – 2004)

Associate Director (2003-2004) and Assistant Director (2002-2003) of Prospect Research and Management

Identified and qualified donor prospects and developed comprehensive strategies for cultivation and solicitation. Created systems for capturing and sharing relevant information with the annual giving staff and major gift officers. Assisted with reunion and event planning. * *Engaged as a fundraising consultant for the College from 2009 until 2012.*

The Franklin Institute – Philadelphia, Pennsylvania (2000 – 2002)

Manager of Annual Giving (2001 – 2002) and Capital Campaign Assistant (2000-2001)

Identified, cultivated, solicited, and acknowledged annual gifts through direct mail and targeted mailings. Coordinated all aspects of exclusive membership program for gifts up to \$25,000. Planned and coordinated cultivation events, including an annual donor reception and the development of a new major lecture series. Coordinated administrative aspects of capital campaign fundraising and managed special projects, including proposals and correspondence.