

Taylor Ross

(203) 940 – 0616 • taylorlaneross@gmail.com

Relationship builder, collaborator, and results-focused development professional with more than 5 years' experience in Individual Giving and Corporate Fundraising, Special Events and Development Operations; Committed to exceeding goals with efficiency and effectiveness.

EXPERIENCE

Membership Manager, Theatre for a New Audience, 2020 – Present

(Currently furloughed due to COVID-19)

- Design and manage the launch, solicitation and stewardship for a new corporate program, The Corporate Circle
- Solicit corporate gifts and provide stewardship and benefit fulfillment to corporate members and corporations
- Solicit, provide stewardship and benefit fulfillment to Producer Circle Members (\$1000-\$5000)
- Manage all correspondence, acknowledgements and materials relating to the Producers Circle and Corporate Membership programs
- Create donor/prospect cultivation system for Individuals, Corporations and Foundations
- Research and maintain profiles on donors, corporations and foundations as well as prospect research using open source, iWave and Raiser's Edge

Fundraising Consultant, Prasad Consulting & Research, 2019

Research Consultant, The Kulton Group, 2018-2019

- Conducted internet and open source research and prospecting of potential individual and corporate donors
- Managed multiple databases including Donor Search, iWave, Wealth Engine, Guide Star, and Wealth-X to research donor records, generate reports and prepare data entries
- Wrote comprehensive prospect reports based on multiple data donor databases, available financial records, real estate ownership and other markers of high-quality individuals
- Researched, analyzed, and synthesized large quantities of data into a user-friendly and concise format

Events and Membership Manager, St. Ann's Warehouse, 2018-2019

(Position Eliminated)

Events:

- Managed and tracked all special events, including but not limited to: Opening and Closing Night Parties, Inside Circle Dinners and VIP receptions throughout the season
- Negotiated contracts and hired vendors
- Responsible for special events budgeting
- Planned and executed the St. Ann's Annual Gala, which raised over \$800,000 in 2018 and \$700,000 in 2019

Membership:

- Managed the membership program (\$75 - \$1000), including solicitation, acknowledgment, stewardship and benefit fulfillment resulting in the goal of \$68,000 being met and almost doubled to \$127,000 by the end of fiscal year
- Coordinated the Insider Circle program (\$2,500 - \$9,999) including stewardship and benefit fulfillment
- Identified existing donors to upgrade and new prospects to cultivate; conducted prospect research prior to meetings using open source sites and wealth management
- Tracked all incoming gifts and updated reports
- Drafted acknowledgements and renewal letters for all programs
- Provided comprehensive financial reports and exports from Raisers Edge
- Executed mail and digital appeals, including development of materials for annual and strategic campaigns surrounding season or project-specific initiatives

Corporate Relations/Special Events Manager, Westport Country Playhouse, 2017-2018

- Redesigned, implemented and executed the Corporate Program including benefits, outreach, gifts, contracts and requests

- Responsible for all special events including coordinating Insider Insights and Tech Talk series, opening night dinners, trips to London and LA, and special programming
- Oversaw and managed phase 1 of the 2018 gala with a \$600,000 goal and served as the Text2Give liaison
- Negotiated contracts and hired vendors
- Managed departmental calendaring
- Researched corporate giving history and prospective corporate sponsors prior to meetings

Artistic and Management Associate, Westport Country Playhouse, 2017

- Served as staff liaison for 25+ Board of Directors; managed all communication, committee organization, & meeting execution
- Oversaw departmental operations, reconciliation and calendar
- Researched donor history and information about prospective donors prior to meetings
- Assisted the Development department in donor cultivation, fundraising events and new donor programming
- Served on Season Planning committee, managed script library and provided input for play selection
- Prepared Payroll and created contracts for AEA, IASTE and USA for 2017 season shows, as needed
- Served on gala committee with responsibility for gala auction with a goal of \$110,000 and an education initiative with a goal of \$50,000 through a text2give platform. Both goals were met and exceeded including Text2Give raising over \$200,000
- Supervised Gala staff and managed volunteers

Development Associate/Development Fellow, Westport Country Playhouse, 2016

- Organized constituent and development files
- Tracked all gifts, pledges and pulled acknowledgment letters from Tessitura
- Researched donor history and information about prospective donors prior to meetings
- Provided hospitality for donor lounge, opening night dinners and gala committee meetings
- Assisted with special events including the 2016 gala and served as gala volunteer coordinator and gala auction assistant raising \$100,000
- Investigated grant opportunities in line with organizational mission and objectives
- Assisted with new donor programs and events
- Tracked department budget including reconciliation of revenue and expenses

Assistant Director, JCC Maccabi Games and ArtsFest, 2016

- Maintained strong lines of communication between 20+committees, 41 delegations, staff and volunteers though email, mailchimp, social media and mass mailings
- Located housing for 1500 participants and secured over 1000+ volunteers
- Utilized RegPack for registration of all volunteers, host families, participants and spectators
- Systemized for validation of medical forms, confirmation kits and waivers
- Identified and procured sponsorship and donations with national and regional companies including over 10,000 allergen-friendly snacks
- Administered a \$1.7 million-dollar budget

Assistant General Manager, Broward Big Band Years National Tour, 2015-2016

- Assisted General Manager in communication and program management between venues, performers and hotels through email and conference calls
- Drafted and executed contracts for all members of the Broadway Big Band Tour in fall 2015 and spring 2016

SKILLS

Certified Fundraising Event Manager, Microsoft Office Suite, Google Apps, Tessitura, Raiser's Edge, Salesforce, RegPack, Resources, Volgistics, WealthPoint, IWave, Guidestar, Asana, budgeting, data analysis, website making programs (Wix's, Weebly, etc.), ticketing programs (Ovationtix's, Brown Paper Bags, etc.) internet research, and social media platforms.

EDUCATION

Muhlenberg College: B.A. Cum Laude - Theatre (performance studies and acting) and Music (voice and history)
Accademia dell'Arte: (Arezzo, Italy) – Commedia dell'Arte, Clowning, Physical Theatre, Shakespeare, Movement