

Lucie Huston

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EDUCATION

New York University, New York, NY

July 2017

School of Professional Studies

Certificate in Fundraising

Syracuse University, Syracuse, NY

May 2017

Maxwell School of Citizenship and Public Affairs

Bachelor of Arts in Public Affairs and Political Science

Dean's List

EXPERIENCE

Urbana Park District and The Urbana Parks Foundation

Urbana, IL

Development Assistant

January 2018 – Present

- Support the development manager and the Board of Trustees by creating meeting agendas and taking minutes, answering calls, and completing other administrative duties
- Systemize donor records, create targeted lists, and produce personalized acknowledgments using GiftWorks fundraising software
- Audit and streamline financial documents
- Plan and produce the Annual Dinner and other solicitation events as an individual and as a member of the Board of Trustees Events Committee
- Collaborate with an outside marketing consultant to create a widespread marketing strategy, including planning social media posts, writing press releases, and making improvements to the website

Urbana Park District and The Urbana Parks Foundation

Urbana, IL

Development Intern

September 2017 – December 2017

- Assisted in the design and production of posters, handouts, social media posts, email and direct mail materials for the first annual Giving Tuesday and Workplace Giving initiatives
- Wrote the first draft of the Annual Appeal and worked alongside the development manager and the Board of Trustees to edit, finalize and distribute
- Wrote press releases about major donations based on in-person interviews of donors

Professor Emeritus Abdul Alkalimat & Associate Professor Kate Williams

iSchool and Department of African American Studies

University of Illinois at Urbana-Champaign

Urbana, IL

Research Assistant

September 2017 – December 2017

- Doubled the size of an email list intended for faculty communications across the field of Black Studies by searching 362 university websites and finding 3,842 emails
- Created a marketing list of independent bookstores in 90 college and university towns
- As a member of a book editorial team, extracted and resized 700 digital photos for print publication

Historic Hudson**Hudson, NY**

Short-Term Development Staff

May – September 2017

- Acted as a liaison between vendors and the organization for the summer fundraising event
- Proposed and executed a silent auction of prints of 19th and early 20th century glass plate negatives, which alone brought in close to \$3,000 at the summer fundraising event
- Stepping from volunteer to paid staff, assumed responsibilities for the Executive Director during her sabbatical and became wholly responsible for the response to the Summer Appeal, including writing and mailing gift acknowledgements, handling incoming contributions and updating the donor database

The Bee's Knees Children's Boutique**Hudson, NY**

Assistant Store Manager

May 2016 – June 2017

- Provided high-quality customer service to optimize sales of luxury children's products in a sophisticated retail environment during all school breaks and on weekends
- Investigated and resolved customer issues in order to encourage customer retention

Prevent Child Abuse, New York Chapter**Albany, NY**

Development Intern

May – August 2016

- Created outreach materials centered around the organization's campaigns on child abuse prevention to use in donor solicitation, tabling, informational events, and the website
- Oversaw the sale of promotional merchandise such as sweatshirts, pens, and pinwheels to local businesses and individual supporters

Academic Internships (typically 120 hours per semester):

- Development Consultant, Matilda Joslyn Gage Foundation Spring 2017
- Development Intern, Syracuse's Neighborhood Development Office Spring 2017
- Writer, Syracuse University Benchmark Program Spring 2017
- Membership Consultant, Rosamond Gifford Zoo Fall 2016
- Guidance Office Volunteer, Danforth Middle School Spring 2015 – Fall 2016
- Audit Intern, Hudson City School District Summer 2015

ASSOCIATIONS & VOLUNTEERSHIPS

- Junior Member, Association of Fundraising Professionals, Eastern Illinois Chapter
- Fundraising Volunteer, ACLU of Champaign County
- Fundraising Volunteer, Upper Hudson Planned Parenthood

TECHNICAL SKILLS

- Microsoft Office Suite (Word, PowerPoint, Excel)
- Analytical software (SPSS, MiniTab)
- Database (Past Perfect, IPS, GiftWorks)
- POS software (QuickBooks, Square)
- Quick and eager software learner!

SOCIAL SKILLS

- Writing copy for press releases, letters and promotional materials
- Design and marketing
- Event planning
- Purposeful and persuasive conversations with groups and individuals