

Brittany Grimm

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Experience:

EMILY's List:

Major Gifts Coordinator, July 2012 – Present

- Manage prospect research program and identify prospects and donors with upgrade potential for regional finance directors and EMILY's List's president.
- Prepare staff and principals for call time by conducting research, creating call sheets, and supervising the input of information into the Raiser's Edge database.
- Responsible for the creation of trip and event briefings for EMILY's List principals.
- Aided congressional campaigns on the ground in Connecticut and Ohio.

Membership Services Coordinator, February 2012 – July 2012

- Managed the Friends of EMILY's List monthly giving program, which included more than 4,000 donors and raised nearly \$1 million annually in revenue.
- Coordinated all stewardship efforts for over 125,000 low-dollar donors, including approximately 10,000 acknowledgements per month and hundreds of phone calls, emails, and letters.
- Supervised the work of 2-3 full time interns as the only permanent liaison to donors and prospects.

Women's Information Network: Events Director, August 2011 – August 2012 (Volunteer Position)

- Planned and executed large-scale events for over 400 attendees each.
- Managed a budget of \$30,000 and over twenty members of two planning teams.
- Events included an awards ceremony, a reception with speaking program and musical performance, and over 30 separate and simultaneous dinner parties across the DC area.

Colleen M. Turrentine Consulting: Finance Associate, October 2011 – February 2012

- Planned and executed fundraising events in DC and on a national level that consistently met or exceeded fundraising goals.
- Frequently staffed elected officials including a U.S. senator as well as a congressional candidate at events, endorsement meetings, and call time.
- Served as the point of contact for event hosts and worked with hosts on every aspect of fundraising events from drafting invitations to conducting telephone and email follow-up to secure contributions.
- Extensive experience in creating call sheets via NGP as well as writing briefings with thorough bios and giving history for each attendee.

Children's Hospital Foundation: Development Assistant, Gift Planning, August 2010 - October 2011

- Organized cultivation and stewardship events for members of the Guardian Society, as well as prospects.
- Coordinated day to day operations of the gift planning office, including donor communication and maintenance of the Raiser's Edge database.
- Worked with donors, attorneys, and professional advisors to ensure successful management of estates and trusts.

Education:

George Washington University, Washington, D.C.

Bachelor of Arts in History, 2010