

ANNA JONES CLEVELAND

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EXPERIENCE

Democratic Governors Association Washington, DC

February 2011-Present

Deputy Finance Director, June 2012-Present

- Manage the DGA Annual Membership program.
- Assist in targeting and fundraising for panel-specific topics during policy conferences such as: energy, healthcare, manufacturing.
- Maintain detailed records on the progress of individual fundraising programs.
- Directly support the Finance Director in targeting prospects, maintaining relationships with existing members, and continued record fundraising of \$35 million in 2012.

2012 Convention Coordinator, April-September 2012

- Advanced, planned, and executed 11 events in four days during the Democratic National Convention - including a kick-off with more than 1000 guests, a golf tournament, and a policy panel.
- Actively pitched and sold convention sponsorship packages.
- Directed and organized sponsor correspondence and maintenance related to hotel bookings, credential distribution, and event specifics questions.

Finance Assistant, February 2011-April 2012

- Managed conference registration and hotel reservations for up to 200 attendees at more than 10 conferences throughout the country.
- Assisted the Events Director with the planning and implementing of DGA events including, advancing venues and assisting with the production of each event.
- Worked directly with the Finance Director and Deputy Finance Director to produce call sheets, run NGP reports, conduct donor research, and manage the direct mail and online fundraising programs.
- Oversaw the internship program, helping to manage up to four interns during a semester, working to effectively use each intern's skill set while also ensuring a meaningful experience at the DGA.

Bright for Congress Montgomery, AL

May-November 2010

Deputy Campaign Manager

- Opened and managed operations at the campaign headquarters office for all employees and volunteers.
- Printed call sheets for candidate and effectively utilized NGP software.
- Developed and managed daily content for campaign website and multiple other social media outlets.
- Organized, wrote, and submitted campaign press releases, editorials, and weekly columns to local press entities.
- Successfully planned and hosted a range of campaign fundraisers and events, including Meet and Greets, lunches, and cocktail parties.
- Managed volunteers and coordinated their activities including canvassing and phone banking.

EDUCATION

Vanderbilt University

- *Bachelor of Science in Economics, Bachelor of Arts in Political Science, Minor in Financial Economics*, May 2010

New York University in London

- *Intensive study abroad program concentrating in European Politics and Economic Theory*, Fall 2008

SKILLS

- Proficient in Microsoft Office Suite (highly skilled in Excel) and NGP.
- Working knowledge of the Spanish language.
- Excellent interpersonal skills and the ability to thrive in diverse social or team atmospheres.

References available upon request.