

SCOTT P. KRAVE

Aurora, IL

EDUCATION

UNIVERSITY OF ILLINOIS AT SPRINGFIELD, Springfield, IL (Online program) – *in progress*

Master of Arts in Political Science and International Affairs

MIAMI UNIVERSITY, Oxford, OH

Master of Fine Art in Creative Writing with a concentration in Poetry

AURORA UNIVERSITY, Aurora, IL

Bachelor of Arts in Political Science with minors in International Studies, Sociology and Spanish

WORK EXPERIENCE

Donor Relations Manager – Nuestros Pequeños Hermanos USA, Chicago, IL – *2 year, 2 months*

Identified, cultivated, and stewarded mid-level and major donors to enhance their support of NPH's mission. Aided in planning and execution of donor-specific events, such as annual galas and golf events. Explored new funding avenues through the creation of networks across the Midwest. Led donor trips to the countries in Latin America and the Caribbean where NPH operates homes for orphaned, abandoned, and vulnerable children.

Manager of Institutional Giving – Nuestros Pequeños Hermanos USA, Chicago, IL – *4 months*

Launched an institutional giving program focused on developing relationships and funding within legacy philanthropy. Prospected the philanthropic ecosystem for strong, mission-aligned partners. Presented highly detailed funding proposals for current and future NPH projects. Stewarded relationships with institutional representatives. Drafted interim and final project reports for institutional funders. Developed strong relationships with project staff across the 9 country locations where NPH operates.

Development Coordinator – Newberry Library, Chicago, IL – *1 year, 6 months*

Oversaw the composition and execution of large-scale donor communications in the form of newsletters, event invitations, solicitation mailings, acknowledgement letters, and more. Produced written content for the website. Aided in planning and execution of donor-specific events. Maintained CRM data cleanliness. Strategized and planned new outreach and engagement methods. Researched and reported on prospective supporters for various funding types, such as individual and corporate exhibition sponsors. Communicate with donors of all levels regarding their membership status and benefits, upcoming events and exhibitions, and other institutional updates.

Development Assistant – GLBTQ Legal Advocates & Defenders, Boston, MA – *2 years*

Aided in the acquisition and maintenance of major donors, including in-depth research, scheduling and travel planning for out of state meetings. Drafted monthly donor newsletters highlighting the latest legal developments relevant to GLAD's mission. Drafted high-level personalized stakeholder correspondence. Edited winning grant proposals in assistance to the Grants Manager. Compiled regular fundraising reports to evaluate Board member progress. Was integral to the planning and execution of 25+ yearly events,

ranging from exclusive monthly legal briefings to an 800+ attendee gala dinner. Helped to recruit and train volunteers for phone-banking and events work. Performed database upkeep and record analysis. Tracked departmental expenses.

Shipping & Receiving Coordinator / Bookbuyer – Aurora University Bookstore, Aurora, IL – 7 years

Performed general administrative tasks such as: ordering and receiving of books/supplies, processing invoices, daily financial reporting, providing excellent customer service, and communication with publishers and wholesalers. Analyzed sales data. Key role in ensuring that 6,000 students could attain their needed supplies. Managed inventory. Strategized adaptations for the changing university and publishing atmospheres.

VOLUNTEER EXPERIENCE

Board Member – Culture Stock, Aurora, IL – 2 years

Performed community outreach, building recognition of the organization across the city. Contributed to long-term strategic planning. Wrote letters of inquiry and grant proposals seeking programmatic and capital funding from local government, foundations and corporate grantmakers. Aided in event planning for things such as open mics and artist workshops. Volunteered hours on a weekly basis to ensure their storefront would be open. Facilitated book donation. Oversaw general bookstore operations on days I was onsite.

Youth Career Mentor – World Relief, Aurora, IL – 1 year

Mentored a teenage Iraqi refugee as he navigated his end of high school and decision to pursue schooling to become a commercial airline pilot.

Staff Advisor – Elysian, Aurora, IL – 3 years

Acted as an advisor to the student staff of the Aurora University arts and literature magazine. Utilized knowledge of the publishing process to guide student magazine staff as they compiled and publish semesterly arts and literature magazine. Troubleshot issues that the staff encountered. Ensured that necessary deadlines were met for timely publication. Oversaw editing and revisions process.