

MARGARET BRYANT

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EDUCATION

Elon University, Class of 2016 • Cum Laude B.A. English • Professional Writing & Rhetoric, Creative Writing Member, Sigma Tau Delta (International English Honor Society)

EVENTS & COMMUNICATIONS EXPERIENCE

Program Manager, Donor Relations & Alumni Engagement, School of Education, CU Boulder 2020-Present

- Create and execute signature events for the School of Education Office for Advancement including Scholarship Ceremony (250 guests), WISE (Women Investing in the School of Education) Spring Tea (50 guests) and Fall Proposal Meeting (60 guests), Homecoming Donor Brunch (100) and Happy Hour Events (75 guests), and specialty donor events, including private and large scale fundraising dinners such as the Children's Book Festival Author Dinner (100 guests).
- Manage WISE giving Circle and Development Advisory Board including all meetings, receptions, communications, relationship management, and provide overarching support and intellectual direction for membership and outreach committee as well as the Justice Equity Diversity and Inclusion committee.
- Manage budget for School of Education Advancement team ranging from \$50,000-85,000 per year, responsible for all special budgetary request, and adhering to procurement policies. Work directly with the Assistant Dean to set and maintain financial goals and priorities.
- Work directly with Assistant Dean for Advancement, Director of Special Projects, and the Dean of the School of Education to ensure meaningful partnership and programmatic development by achieving shared mission for the school. Manage staff and student workers.
- Responsible for all Alumni Programming and Annual Giving and fundraising appeals and writing projects, collaborates with SOE Communications Team and provide consistently storytelling for the donor and alumni community.

Development Assistant, College of Arts & Sciences, CU Boulder

2017-2020

- Provided support for development officers, specifically those representing the Social Sciences and The Graduate School, with scheduling needs, content creation, donor communications, and gift processing. Managed projects with student assistants by providing opportunities for collaboration, growth, and mindful feedback.
- Handled administrative tasks: database requests, pulling donor lists, expense reports, coordinating fund agreements, facilitating departmental donor and departmental interactions; and designing marketing, fundraising collateral for programs demonstrating funding needs to donors.
- Project Manager for Major Gifts-focused Survey project designed to assess untapped market for transformation giving potential. The survey was sent to over 2,000 alumni, had an above average (13%) response rate, and results were integrated into outreach and cultivation process.
- Orchestrated events for social sciences and graduation school including Dean's Leadership Society Luncheons, Scholarship luncheons, Nobel Prize ceremonies, the Graduate School Dean Meet & Greet in the Special Collections Library (100 guests) and the Benson Center's Castle Pines 5 Scholars Fundraising Dinner (60 guests).

Community Organizer, People & Pollinators Action Network (PPAN)

2017

- Served as Program Coordinator for the "Pollinator Safe Neighborhood" initiative, working with staff, volunteers, and neighborhood coordinators to rebuild the pollinator populations by creating pollinator-protected areas.
- Sought out opportunities to facilitate healthy discourse with individuals who opposed or reject climate science.
- Supervised and mentored volunteers and college-aged interns to educate the local community on policy and environmentally safe practices; facilitated community outreach, events, and educational presentations for community groups.
- Supported policy efforts, general fundraising, and managed events, including establishing a silent auction and annual fundraiser, obtaining corporate sponsors, and managing brewery fundraising efforts.
- Built and enhanced a virtual community through social media platforms and live streaming events.

Communications Director, Bee Safe Boulder (BSB)

2016-2017

- Worked as the personal assistant to the executive director, addressed public relations matters and provided on-site support and leadership for events.
- Collaborated with the Development Director on grant writing, fundraising, and administrative work; managed social media accounts, website, and branding for the organization.
- Served as interim director for the organization (January 2017-March 2017) during the merger with PPAN.

PROFESSIONAL WRITING AND EDITING EXPERIENCE

Private Teacher, English and Essay Writing

2016-2021

- Construct and implement a decolonized, diverse homeschooling curriculum for three middle school through high school-aged students focusing on grammar, reading, writing, and critical thinking skills.
- Provide academic coaching, SAT/ACT and college preparatory tutoring, and assists with AP coursework.
- Serve as a mentor and guide for students navigating their personal and educational development.

Copy Editor, "Your Mindful Guide to Academic Success" by Gayle Kimball PhD.

2017

- Copy-edited and provided feedback on content, language, and design of Gayle Kimball's most recent publication.

Editor-in-Chief, *Colonnades Literary and Art Journal*

2015-2016

- Determined structure and operation of the organization including the masthead; established overall aesthetic, guidelines, and rubric by which submissions were judged; facilitated hiring process for all staff.
- Facilitated leadership training and management of senior staff; conducted weekly senior staff meetings, and bi-weekly meetings with the design editor and managing editor.
- Finalized accepted submissions; built and copyedited magazine using InDesign, and worked collaboratively with the printer to produce the final publication.
- Collaborated with managing editor to execute events designed to advertise the magazine throughout the year and the magazine's release and reception.

Grant Writer & Event Planner, Elon University

2013-2016

- Obtained grant funding from university, foundation, and nonprofit sponsors for various projects including the "Community Initiative Grant" to build a community garden for Elon Elementary School and develop a stronger relationship between the University and the outside community. Received funding from the Lowes Toolbox for Education Foundation; designed an outdoor learning facility and community garden.
- Worked directly with the environmentally-driven charter school to increase funding, construct a formal mission statement for Uwharrie Charter Academy, and create a grant writing manual for future interns.

CUSTOMER SERVICE EXPERIENCE

Host, The Kitchen Bistro & The Upstairs

2016-2017

- Served as the first point and last point of contact for guests, ensuring that they have a smooth and enjoyable experience.
- Developed and maintained close relationships with clients; worked with every level of staff from Back of House to Upper Management to ensure a successful service.
- Assisted with private events and high profile reservations.
- Managed phones, host email, comment cards, and reservations for both The Kitchen Bistro and The Upstairs.

Front Desk Staff, Y2 Yoga Studio

2013-2016

- Developed and maintained close relationships with clients while managing customer service and scheduling.
- Managed retail sales, product re-stock, and visual merchandising; oversaw laundry, cleaning, and overall facility upkeep.
- Worked collaboratively with front desk colleagues and studio teachers to serve clients and the surrounding yoga community through offering a variety of engaging workshops, events, and classes.
- Managed check-in and onsite needs for events and yoga workshops.

SOFTWARE: Marketing Cloud, Mailchimp, Salesforce (CU Ascend), Cvent, Advance, Concur, Financial Edge, Adobe (Indesign, Photophop, Illustrator), Asana, Advancement Intelligence, Microsoft Office Suite, Wordpress, Squarespace, and Google Drive.