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Office of the Mayor  
Gavin Buckley, Mayor  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

May 3, 2019

To: Alderpersons, City of Annapolis

From: Mayor Gavin Buckley

Re: Recreation Advisory Board Reappointment

Pending your approval, I would like to reappoint Ms. Abigail Fowlkes to the Recreation Advisory Board. Ms. Fowlkes has served on this board since 2009.

Ms. Fowlkes's term will expire on 6/30/21. A copy of her resume is attached.

Abigail Fowlkes  
316 Burnside Street #205  
Annapolis, MD 21403

Thank You.

GB/hrr

Reviewed by: Economic Matters Committee

Favorable

Unfavorable

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

***Abigail R. Fowlkes***

316 Burnside Street #205

Annapolis, MD 21403

c: (410) 991-6499

w: (410) 295-4184

abigail.fowlkes@gmail.com

**SKILLS:**

- Over eight years experience in fundraising, development and project management in the non-profit sector.
- Familiarity with local, national and international fundraising campaigns, and major gift and annual fund solicitation techniques.
- Strong networking, public relations and donor cultivation skills.

**EDUCATION:**

**Master of Arts; Syracuse University; Syracuse, NY** 2001  
Maxwell School for Citizenship and Public Affairs

- Recipient of the Graduate School Master's Prize for excellence in scholarship and research.

**Bachelor of Arts; Wesleyan University; Middletown, CT** 1998

- With honors

**EXPERIENCE:**

**Major Gift Officer**

**United States Naval Academy Foundation, Annapolis, Maryland** April 2008 - present

- Development officer responsible for raising private gift support for excellence projects at the United States Naval Academy from alumni, parents and other individual contributors through both cash and estate gifts.
- Responsible for managing a portfolio of over 350 high net worth individuals and carrying out all cultivation, solicitation and stewardship activities pertaining to these donors and prospects. Activities include travel and frequent one-on-one visits, routine electronic and phone communication, and regular correspondence about the Naval Academy and programs of interest to these individuals.
- Member of a department that raises over \$15 million annually.

**Director of Special Events, Philanthropy Department**

**Hospice of the Chesapeake, Annapolis, Maryland** November 2005 - March 2008

- Director of all fundraising events and activities for community based non-profit healthcare agency. Member of Philanthropy Department charged with raising over \$2.5 million annually.
- Plan and implement all aspects of organization's fundraising events including solicitation of event sponsors and donors; budget creation and adherence; donor stewardship; planning of all event logistics such as décor, menu, invitations and other details; coordination and close collaboration with high-level community volunteer committees and individuals.
- Responsible for raising over \$800,000 annually in gross event revenue. Successful cultivation of gifts ranging from \$1,000 to \$50,000.

- Participate in other activities of the Development Department including networking, major donor prospecting and stewardship, volunteer recruitment, Annual Appeal and special appeal planning, and setting of long-term fundraising goals.

**International Initiatives Coordinator**

**Foundation for Hospices in Sub-Saharan Africa and National Hospice and Palliative Care Organization, Alexandria, VA** May 2001 - August 2005

- Founding manager of initiative matching U.S. hospice programs with African hospice partners: manager of all partnership activities, recruitment, objectives and backstopping for 50 U.S.-Africa partnerships.
- Carried out all aspects of program's development and strategic planning activities such as fundraising, grant writing, event planning, and budgeting. Responsibility for adherence to grant guidelines, budgetary parameters, and for administration of funding sources.
- Managed creation of all program related materials including monthly newsletter, website content, publicity documents, etc. Presented at national and international conferences & meetings on hospice care in Africa.

**Senior Research Assistant**

**Psychotherapy and Addictions Research Group**

**Institute of Living and Yale University; Hartford, Connecticut** 1998 - 2000

- Served as primary liaison between clinical staff, the principal investigator, research subjects, and the public on a federally-funded clinical psychology study.
- Directed all client recruitment and intake, created the study's structural organization, and oversaw daily upkeep of relevant research and clinical data; assisted in writing and reviewing research grants.
- Trained and supervised two research assistants and two interns.

**ADDITIONAL RELEVANT EXPERIENCE:**

**Wesleyan University; Middletown Connecticut**

Volunteer Alumni Admissions Interviewer	1998 - Present
Class Secretary	1998 - 2005
Co-Chair, Senior Gift Committee	1997 - 1998