

MARGARET L. BURNETT

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Employment History

Director of Advancement Operations and Events

St. John's College

May 2014 – Present

- Oversees day-to-day advancement operations and advancement services functions, including gift processing and acknowledgements, research and data integrity, and best uses of technology
- Responsible for the overall Advancement event plan with the goal of reducing redundancies and over-expenditures of resources
- Collaborates with the Vice Presidents for Advancement on both campuses, the Director of Major Giving, and the Director of Individual Giving to implement strategies and programs to identify and cultivate annual donors and potential major donors
- Supervises a staff of three including a fundraising professional, a support staff member, and a data manager
- Oversees the advancement budget
- Serves as primary staff contact for the Next Generation Committee of the Mitchell Gallery of Art
- Recruits and trains fundraising volunteers for development activities
- Coordinates and oversees volunteers for events and programs

Assistant Director of Advancement Operations

St. John's College

July 2013 – May 2014

- Responsible for the overall Advancement event plan with the goal of reducing redundancies and over-expenditures of resources
- Shared responsibility for the strategic direction and execution of events and special projects with the Director of Advancement Planning and Operations
- Worked closely with the alumni, communications, community programs, and development offices to organize events and programs that help secure philanthropic support
- Responsible for the planning and structure of events, programs and special projects including scheduling, resource management (facilities, food, rentals, décor, etc.), and communication needs (marketing, mailings, printed materials, online registration, web site content and announcements, and e-blasts)
- Identified opportunities for increased program efficiency, effectiveness, and expediency across all unit program activities and provides assessment and financial summaries
- Assisted the Vice President for Advancement with special projects
- Assisted the Director of Advancement Operations in the management of the advancement budget
- Served as primary staff contact for the Next Generation Committee of the Mitchell Gallery of Art
- Coordinated and managed volunteers for events and programs

Community Programs Manager and Assistant to the Vice President of Advancement

St. John's College

August 2008 – June 2013

- Administered and oversaw all aspects of college community outreach programs including the Continuing Education and Fine Arts programs and the Mitchell Gallery of Art
- Developed marketing materials for community programs and outreach events including brochures and invitations
- Maintained contact within the community including extensive interaction with volunteers
- Contributed to stewardship efforts to cultivate annual giving
- Contributed content for annual solicitations and assisted with annual mailings
- Organized, managed and oversaw a variety of meetings and special events for key constituencies
- Maintained electronic donor records and other data using Raiser's Edge Fundraising Software
- Maintained donor files and oversaw written acknowledgement process, including correspondence with the college's Board of Directors
- Managed special projects for the President, Vice President, and Dean of the college

General Manager

Sitting Pretty, LLC (luxury clothing retailer)

June 2006 – March 2009

- Managed all store operations, including buying, inventory management, visual merchandising, client mailings, and business correspondence
- Serviced and maintained client base, including responding to client requests and client outreach
- Conducted research on local and regional competition to support continued business development in the competitive luxury clothing goods market

- Developed and executed comprehensive PR strategy including writing content and capturing coordinating imagery for store press and promotion in regional publications and organizing successful in-store marketing events

Sales Associate

Nordstrom, Inc.

April 2005 – May 2006

- Established and maintained clientele in a competitive, commission based sales environment with a strong focus on customer service

Administrative Assistant

PMD International, Inc. (investment banking firm located in Annapolis)

June 2000 – June 2003

- Daily operational and administrative responsibilities
- Conducted research and monitored press related to new project initiatives
- Maintained company contact database

Education

B.A. - Interdisciplinary Studies with a focus on Business, Criminal Justice, and History

University of Baltimore, 2006

Computer Skills

- Mac OS X and Microsoft Windows operating systems
- Microsoft Office Suite (Word, Excel, Access, Outlook, PowerPoint)
- Raiser's Edge Fundraising Software
- Social media platforms (Facebook, Twitter, LinkedIn, Instagram)
- Adobe Acrobat

Other Associations

- St. John's College representative on the Mainstreet Annapolis Partnership Board