

KARL KNIEF
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OBJECTIVE

Working for an organization where I can contribute the experience, knowledge and skills I have learned in the non-profit development area.

EXPERIENCE

The Salvation Army, Pendel Division

October 2017 to December 2018

Major Gifts Associate

Assisted two Donor Relations Directors with their constituency caseloads, including:

- Managing Fiscal Year Plans to inform the DRDs of progress toward their proposed annual goals.
- Extensive use of Blackbaud Insight and ClearView databases to maintain current information.
- Generating MS Excel donor-focused reports.
- Donor mailings.
- Researching, writing text and designing graphics for county-specific periodic correspondence updating donors of Salvation Army local activities to alert them of TSA progress.
- Editing and proofreading of correspondence with donors.
- Donor research re: affluence, global generosity across non-profit community, potential connections with other TSA donors outside DRDs' caseloads.
- Researching prominent east Pennsylvanian residents to promote interest in becoming donors.

Global Green USA

October 2010 to October 2016

Database Manager

- Extensive data entry, spreadsheet generation and maintenance of a Raiser's Edge database, including building queries both multiple and merged for use in exports, reports and donor correspondence; also global adds, table creation and batch donation entry.
- Website management using Squarespace.
- Graphic design for donor correspondence; email blasts, newsletters, annual reports, etc.
- Composing acknowledgment letters.
- Editing and proofreading of correspondence with donors.

The Alliance for Children's Rights

March 2009 to May 2010

Development Assistant

- Data entry, spreadsheet generation and maintenance of a Raiser's Edge database donation webpage creation, online donation downloads, and e-Blasts in the NetSolutions module.
- Database maintenance and audit queries to maintain integrity and accuracy.
- Graphic design of donation web pages in Photoshop to provide succinct explanatory lists of donation levels and enhance graphic images for web display.

University of Southern California

August to December 2008

Receptionist / Keck School of Medicine, Physician's Assistant Program

- Database input of information from over a thousand candidates, produced and maintained files.
- Responsible for answering multi-line telephone system for staff of 16.
- Assisted students with office administration affairs.

The Colburn School (Interim Position)
Development Assistant

October 2007 to May 2008

- Coordinated the most successful Annual Fund campaign in the school's history, bringing a 19% increase in donor numbers and 13% increase in Annual Fund donations over the previous year. as well as 34% of the total amount of donations in all the various drives, using Raiser's Edge.
- Assisted in drafting donation requests and acted as the main liaison with the mailing house.
- Wrote and processed donor acknowledgments and created detailed daily reports.
- Organized and restructured complex Raiser's Edge database.
- Composed intricate invitation lists from a base of 700 plus for exclusive concert events.
- Culled inconsistent contact lists to process multiple varieties of 800 plus holiday cards.
- Produced comprehensive eight-year donation statement for the school's first Annual Report.

The Los Angeles Times (Short Term)
Public Affairs Department / Family Fund Division

May 2007 to August 2007

- Data entry of thousands of Summer Camp Campaign contributions, using Raiser's Edge.
- Updated donor information and processed acknowledgment letters.
- Verified charity organization contact information.
- Performed Internet research into potential foundation contacts.

The Los Angeles Times (Short Term)
Sales Fulfillment and Readers' Representation Departments

Intermittently, 2006 to 2007

- Phone message transcription, research and response to callers' concerns.

E! Networks
Assistant Web Producer - Administration Assistant / IT Department

April 2000 to September 2005

- Designed the popular *Shutterbug Smackdown* E! website Flash video game.
- Processed daily multimedia clips for news, reviews, features, and major awards shows.
- Scheduled meetings, interviews and travel itineraries for eight supervisors and other co-workers.
- Purchased equipment for 1,200 plus employees.

COMPUTER SKILLS:

Extensive knowledge of Raiser's Edge, Insight, and ClearView non-profit donor databases, MS Office with advanced Excel experience, Acrobat Pro, Photoshop, Illustrator, Internet Research

EDUCATION:

New York University B.F.A. with Honors, Film and Television Production

REFERENCES:

Dr. Les McCabe; President and CEO, Global Green USA:
(310) 581-2700 x124 lmccabe@globalgreen.org

William Bridge; Development & Strategic Partnerships:
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