

Lindsey Britt
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Education

- 2009-2010 University of Massachusetts, Amherst, Massachusetts
Master in Regional Planning
- 2007-2009 Tufts University, Medford, Massachusetts
Community Environmental Studies Graduate Certificate
- 2001-2005 Fordham University, Bronx, New York
B.A. Political Science, Peace and Justice Studies Certificate

Development-Related Experience

- September 2015-Present **Administrator**, Affordable Housing Professionals of New Jersey, Orange, NJ
Provide remote administrative support to all volunteer organization, including board meeting preparation, event logistics, website updating, newsletter communications, legislative research, and bookkeeping
- January 2015-Present **Grant Writer/Fundraising Consultant**, Dream Big Fundraising, www.dreambigfundraising.com
Provide support and guidance on fundraising issues, grant research, funding updates, grant writing, individual donor research, organizational assessment, marketing material creation, and proofreading for small nonprofits in an effort to generate new funds and improved financial stability
- January 2008-October 2009 **Development Coordinator**, The Eric Carle Museum of Picture Book Art, Amherst, MA
Handle all aspects of grant writing including researching foundation and corporate prospects as well as assist with special events, prepare marketing materials, manage donor database, and conduct individual prospect research
- November 2005-November 2007 **Grant Writer/Development Assistant**, The Children's Home, Cromwell, CT
Handle all aspects of grant writing including researching foundation and corporate prospects, manage donor database and gift processing, and assist with special event planning

Additional Experience

- March 2016-April 2017 **Development Review Planner**, City of South Burlington, South Burlington, VT

Review applications for a variety of development projects, create and lead trainings on regulations, answer citizen questions on regulations and permits, and assist the Development Review Board with their duties

December 2013-October 2014

Permit Administrator, Town of Amherst, Amherst, MA
Answer questions and provide guidance on a wide range of permit-related issues while acting as liaison between multiple Town departments and the citizen applicant to provide a coordinated, smooth, and timely permitting process

February 2011-October 2013

Regional Preparedness Planner, Franklin Regional Council of Governments (FRCOG), Greenfield, MA
Manage multiple stage projects to assist Franklin County boards of health, regional emergency planning council, faith groups, and other community organizations with planning related to the prevention and handling of public health emergencies, development of emergency preparedness plans, and disaster mitigation

Volunteer Experience

June 2017-Present

Development Volunteer, Neighborhood Bike Works, Philadelphia, PA
Conduct fundraising research, provide proofreading and editing for outreach materials, conduct organizational assessment

June 2015-January 2016

Development Volunteer, Food for Life Global, Ljubljana, Slovenia
Conduct research into foundations, government programs, and individual donor, compose donation request letters

January 2012-June 2014

Court Appointed Special Advocate, Friends of Children, Hadley, MA
Advocacy for abused and neglected youth who are in the foster care system and case reporting to juvenile judges

Technical Skills

Microsoft

PowerPoint, Word, Excel, Outlook, Publisher

Apple

Photos, Pages, Keynote, Numbers

Database Management

Raiser's Edge, Excel, Munis

Financial

Quickbooks

Web Site Design

Weebly, Google Sites, Shopify

Social Media

Facebook, LinkedIn, Twitter

Other

Constant Contact, MailChimp, Foundation Directory Online, GrantStation, Google Drive