

Kathryn Robinson

Professional Experience

University of Maryland, Baltimore (UMB), Baltimore, MD

2016-Present

Director, Philanthropy Operations

- Compile timely reports for senior management
- Identify patterns and trends in fundraising
- Provide guidance to campus development leaders
- Ensure compliance with gift acceptance policies

Assistant Director, Philanthropy Operations

- Oversaw day-to-day operations of gift processing
- Allocated department resources to maintain productivity and efficiency

Senior Gift Administration and Compliance Specialist, Office of Philanthropy

- Stewarded major donors by drafting weekly acknowledgement letters for qualified transactions
- Generated monthly reminders for donors with multi-year pledges prior to installment due dates
- Conducted research to clarify donors and designations as needed

Development Associate, School of Pharmacy

- Analyzed alumni and donor data to help plan strategic outreach
- Entered proposals on behalf of fundraisers to track the stages of major prospects
- Corresponded directly with prospects to schedule calls and visits with Associate Dean
- Assisted Executive Director with special events by coordinating with vendors and facilities

Jackson Cross Partners, King of Prussia, PA

2012-2016

Executive Assistant

- Supported two partners of a busy commercial real estate firm
- Performed complex property searches and compiled tour books
- Submitted client billing forms for commission payments
- Helped train and supervise interns and hourly contractors

Delta-T Group, Bryn Mawr, PA

2011-2012

Administrative Assistant, Accounting

- Verified and corresponded with new clients during the initial billing process
- Worked with staffing coordinators to manage credit inquiries and contractor reports
- Developed statistical reports to assist in management activities
- Uploaded contracts and correspondence to the company dossier

Education

Drexel University, Philadelphia, PA

2001-2006

Bachelor of Arts in Corporate Communications, Bachelor of Science in Psychology
Summa Cum Laude