

# LEE (NATALIE) YOUNG

## About Me

I am a dedicated Professional Fundraiser with 3 years of experience in communication and development. Enthusiastic about serving and supporting my community, I am accomplished in working with donor management programs, direct mail campaigns, and securing corporate sponsorships. I do photography and graphic design in my spare time and you can catch me petting strangers' dogs at Zilker Park when the weather isn't in triple digits.

## Contact Information

 LEE@BULLETINATX.COM

 512.815.2266

 LEEYOUNG97

## Education

BACHELOR OF ARTS IN  
COMMUNICATION  
Southwestern University  
2016 - 2019

## Interpersonal Skills

Teamwork & Collaboration  
Public Speaking & Presentation  
Maintaining Respectful & Positive Environments  
Building Rapport with Donors and Networking  
Relationships with Media & PR  
Spanish Language (Intermediate)

## Technical Skills

Google & Microsoft Suites  
Adobe Creative Suite (and Graphic Design)  
Email Marketing Software  
Meta Business Suite  
Donor Management Software  
Photography & Videography  
Writing, Editing, & Proofreading

## Operational Skills

SEO Forward Content Creation  
Statistical Data Analysis  
Budget Preparation  
Coordinating Events & Programming  
Attention to Detail

## Certifications

Google Analytics  
HubSpot Academy Inbound  
Rio Texas Safe Gatherings  
Measuring ROI

## Professional Experience

2023  
–  
2024

### DONOR RELATIONS COORDINATOR SIMS FOUNDATION

- Cultivating, soliciting, and stewarding a portfolio of individual donors & developing personalized stewardship plans for several donor personas
- Generating development reports and strategic plans based on a comprehensive analysis of statistical reports generated through accurate reporting and maintenance of donor database
- Managing a comprehensive development calendar as well as designing & coordinating donor impact reports, gift acknowledgments, pledge reminders, & other routine correspondence to current and prospective donors
- Building and maintaining relationships with current and prospective individual donors through one-on-one connections at shows and events, personal visits, and regular tailored outreach

2020  
–  
2023

### COMMUNICATIONS COORDINATOR SAINT JOHN'S UNITED METHODIST CHURCH

- Modernizing weekly e-newsletters and online communications, increasing open-rate average from 33% to 57%
- Overhauling website and live stream to enhance in-person and online experience for an average of 265 audience members, improving accessibility and user-friendliness
- Managing multiple, complex communication channels, increasing rates of attendance and participation post-covid
- Providing administrative support to the stewardship team including writing and editing for impact reports, internal communications, letters, marketing collateral, and other materials for digital & direct mail fundraising campaigns

2020  
–  
2024

### EVENTS INTERN (AND VOLUNTEER FROM '21 - '24) THE AUSTIN CHRONICLE

- Promoting The Austin Chronicle at events such as the Austin Music Awards and the Hot Sauce Festival
- Engaging with readers and future supporters of The Austin Chronicle at events and online
- Creating content and taking photos for the ChronEvents blog
- Performing any duties needed to prepare for and execute events

## References

CONRADO COSMICO  
Phone: 512.767.5537  
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JENNIFER HEATH  
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CASSIE ARREDONDO  
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