

Erin Wynne

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Experience

Americans for the Arts

Washington, DC

Development Associate

October 2021-Present

- Track, process, and acknowledge every donation for a \$1.5 million fundraising team
- Maintain development data throughout netForum CRM, Salsa Engage, and in electronic files. Compile into reports for executive office and front-line fundraisers. Work with database team to pull lists for fundraising solicitations and prospect research
- Create and streamline development systems and protocols with finance and database teams
- Craft monthly stewardship newsletters and postcards for individual and institutional donors
- Lead collaborative projects across the organization and with outside partners and vendors

American Ballet Theatre

New York, NY-Remote

Part-Time Grant Writer

September 2021-October 2021

Institutional Support Intern

June 2021-August 2021

- Generated persuasive proposal narratives for 5-figure government and foundation funders
- Compiled and generated materials for interim and final reports to current institutional funders
- Drafted timely acknowledgement letters for recent funding secured by the department
- Utilized Raiser's Edge to retrieve data for reports, proposals, and research and maintain accurate funding records

Washington Performing Arts

Washington, DC-Remote

Advancement Intern

September 2020-December 2020

- Stewarded 5 and 6-figure donors by compiling and drafting compelling reports on education programs
- Created timely personal acknowledgement letters with team for all donations through Tessitura
- Wrote successfully funded grant application for the Clark-Winchcole Foundation and formulated language for donor appeal letters and other department communications
- Conducted board prospect research using iWave and created profiles to use in board recruitment process
- Developed ongoing list of over 50 previous Women's Committee members in Tessitura Database

Wolf Trap Foundation for the Performing Arts

Vienna, VA

Internships and Community Programs Intern

January 2020-April 2020

- Planned and promoted with team the 34 show Children's Theatre-in-the-Woods summer performance series. Included organizing and tracking ticket sales, researching organizations for grassroots marketing, tracking social media usage of the 28 contracted artists
- Planned with team a site visit for High School Performing Arts Teacher grant recipients to Wolf Trap's campus. Researched school and teacher social media pages and drafted potential schedules for the 7 visiting schools

Dance Place

Washington, DC

Technical Theater Intern

September 2018-May 2019

- Scheduled work shifts for 10 production staff, interns, and work study members
- Created innovative solutions for sound and lighting elements with team as needed by production
- Stage Manager, Sound Board Operator, Light Board Operator, or Assistant Stage Manager for performances
- Set up and restored theater space for weekly performances, including but not limited to hanging and focusing lights, building sets, setting up sound equipment, and laying floor
- Managed studio for weekly Dance Place Adult and Children's Classes using Salesforce-Patron Manager

Education

American University, 2021

Washington, DC

Master's in Arts Management

Dickinson College, 2018

Carlisle, PA

Bachelor of Science, Double Major: Physics and Theater Arts, Dance Concentration