

Megan L. Kenney

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PROFESSIONAL EXPERIENCE

Development Database Manager, Calvert School, Baltimore, MD

Spring 2007 – Present

- Responsible for processing and acknowledging all gifts received (approximately \$2 million a year)
- Generate all reports including the annual report, monthly number updates, giving history reports, and special gift effort reports
- Manage the implementation of PCR database system throughout school, focusing on the admissions module and Raiser's Edge integration component
- Develop and merge all solicitation letters, phone-a-thon sheets, biographical forms, and invitation lists using Raiser's Edge
- Oversee creation and upkeep of online and print directories, including the Parent Directory and Alumni Directory

Development Associate, The Walters Art Museum, Baltimore, MD

Spring 2006 – Spring 2007

- Managed gift entry and acknowledgement process of all gifts to Museum
- Assisted with all special events run by the Development Office, including the annual gala, lectures, donor dinners, and wine and cheese events
- Updated and created reports on all potential donor prospects within Raiser's Edge

Volunteer Manager, Habitat for Humanity of Dane County, Madison, WI

Summer 2003 – Spring 2006

- Coordinated thousands of construction volunteers and hundreds of non-construction volunteers annually
- Provided support to Habitat home sponsors through regular meetings, speaking engagements, and organized timelines and expectations
- Managed all Habitat Homeowner sweat equity and offered onsite support and encouragement
- Recruited volunteers via newsletters, online ads, volunteer fairs, and targeted outreach
- Created and systematized volunteer appreciation and surveying methods
- Managed implementation of Raiser's Edge database

Office Assistant, Hampshire College Financial Aid Office, Amherst, MA

Fall 1999 – Spring 2003

- Opened mail, performed data entry, filed, answered phones, and assisted walk-in visitors
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EDUCATION

Hampshire College, Amherst, MA

May 2003

- Bachelor of Arts in Women's Studies and Welding
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COMPUTER SKILLS

- Proficient in Raiser's Edge 7 and PCR databases
 - Knowledge of all Microsoft Office Applications, including Microsoft Word, Publisher, and Excel
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OTHER INTERESTS

- Reading, Organic Farming, Ultimate Frisbee, Hiking, and Baking

References available upon request