

SOPHIE MARCHETTI

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SKILLS

- Gift Processing
- Raiser's Edge
- Data Entry
- Gift Acknowledgments
- Mail Merge
- Excel
- Word
- Microsoft Office
- Discretion
- Attention to Detail

CERTIFICATES

Fundamentals of Fundraising Certificate

Association of Fundraising
Professionals
03/2026

SUMMARY

Development assistant with 1.5 years at a Providence food bank that raises \$6M a year from 9,000 donors. Handles gift processing, data entry in Raiser's Edge and gift acknowledgments within 48 hours. Strong in Excel, Word and mail merge, with the discretion and attention to detail that confidential donor records need.

EXPERIENCE

Development Assistant

Narragansett Community Food Bank • Providence, RI
04/2025 - Present

Regional food bank serving 60,000 people a month through 140 partner pantries.

- Process **700** checks, online gifts and stock transfers a month in Raiser's Edge with a 99.8% batch accuracy rate.
- Send gift acknowledgments and tax receipts within 48 hours using Word mail merge and approved letter templates.
- Balance monthly gift reports in Excel with the finance office, resolving every variance before month-end close.
- Coordinate mailing lists and RSVPs for 4 donor events a year, including a 350-guest spring dinner.

Administrative Assistant

Blackstone Valley Arts Collective • Pawtucket, RI
07/2023 - 03/2025

Community arts nonprofit with a \$1.2M budget and 12 staff.

- Managed the front desk, phones and shared calendar for 12 staff and a 15-member board of directors.
- Entered 2,500 member and donor records into the database during a 6-month system cleanup project.
- Drafted board meeting minutes and program flyers in Word and Microsoft Office templates.
- Tracked office supply and event budgets in Excel, staying 6% under plan in 2024.

EDUCATION

Bachelor of Arts

Rhode Island College • Providence, RI • 05/2023
English