

Megan Thornton

DEVELOPMENT COORDINATOR

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SUMMARY

Development coordinator with 2.5 years at Denver nonprofits, now at an animal welfare group that raises \$7M a year. Runs event planning for 5 fundraising events, data entry and reporting in Bloomerang, and grant calendars for the development team. Uses Excel, PowerPoint, Outlook and the Microsoft Office Suite daily and brings project management skills to busy event seasons.

SKILLS

- Event Planning
- Data Entry
- Bloomerang
- Grant Tracking
- Excel
- PowerPoint
- Outlook
- Microsoft Office Suite
- Project Management Skills
- Organizational Skills

EXPERIENCE

Development Coordinator

03/2025 - Present

Front Range Animal Rescue League

Denver, CO

Animal welfare nonprofit with 2 shelters and 9,000 adoptions a year.

- Plan 5 fundraising events a year, including a 600-guest gala that grew from \$420K to \$560K in 2 years.
- Run data entry and gift reports in Bloomerang for 14,000 donor records, cutting duplicate records by 70%.
- Track 30 grant deadlines and reports in a shared Outlook calendar and Excel tracker for 4 development staff.
- Build PowerPoint board decks and monthly giving reports for the development director and finance committee.

Development Assistant

05/2024 - 02/2025

Mile High Youth Theatre

Denver, CO

Youth theatre nonprofit with a \$2M budget.

- Entered 300 gifts a month in the donor database and mailed acknowledgment letters within 3 business days.
- Coordinated 40 volunteers for opening nights and the spring benefit, covering check-in, auctions and seating.
- Updated sponsor benefit lists in Microsoft Office Suite templates for 25 corporate sponsors each season.
- Supported a direct mail appeal that brought in \$95K from 1,100 donors, preparing lists and inserts.

EDUCATION

Bachelor of Arts

05/2024

Metropolitan State University of Denver

Denver, CO

Nonprofit Management

CERTIFICATES

Certificate in Event Management

Metropolitan State University of Denver

05/2024