Kimberly Grant

Special Events Manager

Baltimore, MD (410) 555-0137 kimberly.grant@email.com linkedin.com/in/kimberlygrant

SUMMARY

Special events manager with 10 years of nonprofit event planning and management in Baltimore, now running 12 events a year for a $28M cancer research nonprofit. Grew net event revenue from $2.1M to $3.4M through new sponsorship tiers while holding costs under the board's limit. Leads a small staff and 400+ volunteers.

EXPERIENCE

Special Events Manager

03/2021 - Present

Chesapeake Cancer Research Fund — Baltimore, MD

Manager of special events for a regional nonprofit with $28M in annual revenue.

- Manage 12 special events a year, including a 900-guest gala and a 3,000-rider charity cycling event.
- Grow net event revenue from $2.1M to **$3.4M** in 4 years through new sponsorship tiers.
- Build event budgets in Excel and hold costs to 22% of gross, below the board's 25% limit.
- Lead 2 coordinators and 400+ volunteers, with written role plans in Word for every event.

Special Events Coordinator

08/2016 - 02/2021

Inner Harbor Arts Council — Baltimore, MD

Coordinator for an arts nonprofit's festival and donor events.

- Coordinated a 1,200-guest outdoor festival and 6 donor events each year, from first vendor call to teardown.
- Secured 40+ in-kind sponsors for catering, rentals and printing worth $150K a year.
- Managed vendor contracts and city permits for 3 street closures each summer, with no permit delays in 4 years.
- Strengthened donor relations by planning 20 small cultivation dinners for top givers.

SKILLS

- **Event Planning and Management**
- **Fundraising Events**
- **Sponsorship**
- **Donor Relations**
- **Budget Management**
- **Vendor Contracts**
- **Excel**
- **Word**
- **Microsoft Office Suite**
- **Communication Skills**

EDUCATION

Bachelor of Arts

University of Maryland, College Park

Communication

College Park, MD

05/2016

CERTIFICATES

Certified Special Events Professional (CSEP)

International Live Events Association

10/2022

Certified Fund Raising Executive (CFRE)

CFRE International

05/2024