

Tanya Sandoval

Freelance - Non Profit Grant Writing and Development

Phoenix, AZ

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An enthusiastic professional with diverse experience in a variety of functions including management for events and communications; provide administrative support in nonprofit organizations. Proven success in development, coordination, and execution of special events. Strengths include interpersonal communication, organization and results orientation in distribution of press releases, outreach to appropriate media, statewide and regional trainings, and volunteer opportunities.

Willing to relocate to: Los Angeles, CA - Los Angeles County, CA - San Fernando Valley, CA
Authorized to work in the US for any employer

Work Experience

Freelance

Non Profit Grant Writing and Development - Phoenix, AZ

July 2009 to Present

Foster and facilitate fundraising efforts for various nonprofit organizations. Conducted the full range of activities required to prepare, submit, and manage grant proposals to private and federal sources.

- Performed searches on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Processed donations and prepared acknowledgement letters and other correspondence.
- Maintained foundation, corporation, and individual donor files.
- Created fundraising reports and other database reports as needed.
- Initiated funding opportunity searches and disseminate findings.
- Assisted with internal and external application forms.
- Wrote and submitted quarterly progress reports to government funders as well as coordinated annual reporting process.
- Reviewed completed applications and contracts for accuracy, completeness and compliance with the requirements of the prospective funding agency.

Program and Special Event Project Manager

Arizona State Bar Foundation - Phoenix, AZ

April 2006 to August 2008

Improved the communication with members of the Board of Directors, and seven committees. Planned and implemented the Statewide Legal Service Conference and the Statewide Forensic Science Competition simultaneously.

- Coordinated donor cultivation, recognition activities, and relations for prospective and current donors; executed large-scale mailings to solicit donations
- Assisted with the implementation and management of development and fund raising activities including the Foundation's annual giving, corporate sponsorships, and other solicitations.

- Coordinated and managed the logistics of all aspects of the Bar Convention, including: pre-luncheon reception; the luncheon, the Learning Education Credits, the Law for Kids camp, evening reception and the booth.
- Developed and implemented community support programs, including special projects, which provided more exposure to the Foundation's work efforts.
- Managed and administered logistics for Foundation events such as Night for Justice, Annual Legislative Luncheon, Law Essay Contest, Annual Foundation Convention and Statewide Legal Service Conference.

Director of Administration

ARTHRITIS FOUNDATION - Phoenix, AZ

2004 to 2006

Facilitated the daily operations and coordinated as well as established monthly social events for volunteers, committee members, arthritis patients and their families to network. Actively recruited and improved volunteer participation within the chapter.

- Administered the daily operations such as new employee orientation, general Human Resource needs.
- Dispensed the delivery of programs, services and public relations that are offered by the Foundation to the public
- Served as a liaison on staff and organizational development issues, to senior staff, Board members, and the public.
- Coordinated and researched grants for educational programs and services for senior staff.
- Assisted with updating website content as well as managed newsletter and communications between media inquiries and the Foundation.
- Managed and prepared all large-scale mailings to solicit donations.

Publications Director and Editor

XAVIER COLLEGE PREPARATORY - Phoenix, AZ

2004 to 2004

Managed the design and production of publications for the Xavier Foundation. Managed all aspects of marketing, development, public relations, communications and all alumni and relations.

- Wrote, copy edited and produced three main publications including but not limited to the Annual Report, Alumnae Magazine, Campaign Newsletter; Responsible for the alumnae and development departments, website content, press releases, and all other publications conceived on an as needed basis.
- Responsible for the organizations building and maintaining a positive image and relationship with the public.
- Tracked all media content, updated website content and answer all media inquiries.

Communications and Office Administrator

KIDS VOTING USA - Phoenix, AZ

2001 to 2003

Facilitated all Board of Directors logistics and communication, planned monthly Board meetings, annual conference for members throughout the US and quarterly Board retreats.

- Managed and maintained Board member correspondence and record keeping including all preparation for and support at Board and Executive Committee meetings.
- Coordinated all events, functions, and organize activities including organizing meetings, retreats, and trainings and provides event logistical support as requested.

- Administered the daily operations such as new employee orientation, general Human Resource needs.
- Managed new and existing internal communications projects and campaigns such as email and meetings communications.
- Responsible for the organizations building and maintaining a positive image and relationship with the public.

Education

Bachelor of Arts in Political Science/Art History

Arizona State University - Tempe, AZ