

Caroline E. Schiavo

www.carolineschiavo.com

carolineschiavo1@gmail.com 908-967-7324

WORK EXPERIENCE

Environmental Defense Fund (EDF)

Principal Gifts Coordinator — January 2022 – Present

- Steward donors by crafting talking points, proposals, reports, and email communications.
- Orchestrate moves management across portfolios, lead trainings, utilize CRM systems, and perform research.
- Serve as an interim gift officer and co-manage 5-figure plus individual gifts in dynamic portfolios.
- Act as fundraising liaison for 501(c)4 EDF Action to manage donor pipeline and craft monthly membership updates.

Columbia University, Associate Instructor — January – May 2023

- Engage and teach the Global Challenges and the Common Good class for the Nonprofit Management program as a dual course in partnership with Sciences Po.

YWCA Union County

Development and Marketing Coordinator — September 2020 – December 2021

- Planned fundraising events, liaised with vendors, gathered donations, and developed campaign initiatives.
- Managed social media, wrote communications, handled community relations, and created annual report material.

Kesem National — June 2018 – May 2020

National Senior Leadership Award Finalist — August 2020

- Finalist, reflecting values that transcend above and beyond goals, creating a positive, long-lasting impact.

Chapter Financial Analysis & Grant Prospect Research Intern — January – May 2020; June – September 2018

- Analyzed chapter budgets, reviewed data, researched expansion, and managed Salesforce team collaboration.

University of Richmond

Office for Sustainability Intern — August 2019 – May 2020

- Engaged the campus by presenting sustainable solutions to implement programs and advocate for student requests.

Introduction to Healthcare Studies Teaching Assistant — August – December 2019

- Graded assignments and mentored 100 students in Introduction to Healthcare Studies course.

LEADERSHIP EXPERIENCE

Best Buddies New York, Junior Board Member — August 2022 – August 2023

- Serve, advocate, and fundraise for those with intellectual developmental disabilities.

University of Richmond

Westhampton College Distinguished Leadership Award — March 2020

- Presented to 15 seniors who have significantly served the community.

Westhampton College Government Association

Chair of Academic Affairs and Student Affairs Senator — April 2018 – April 2020

- Represented curriculum recommendations, provided access and equity, and liaised with faculty.
- Advocated for students to pursue passions by sharing voices to make a positive impact in the community.

Camp Kesem at University of Richmond (CKUR)

Make the Magic Coordinator, Two Time and Development Coordinator — September 2017 – August 2020

- Planned annual fundraising galas, solicited sponsors, crafted invitations, communicated with contractors, led volunteers, and designed a virtual event through iMovie to stream on YouTube.
- Wrote grants, solicited foundations, and promoted Giving Tuesday resulting in over \$250,000 in fundraising.

EDUCATION

Columbia University — August 2022

- Master of Science, Nonprofit Management from the School of Professional Studies

University of Richmond — May 2020

- Bachelor of Arts, Political Science and minor in Healthcare Studies