

APPENDIX C:
DIRECTORS & OFFICERS BUSINESS
EXPERIENCE

Contact

www.linkedin.com/in/meg-crowley-8a5508b (LinkedIn)

Top Skills

Fundraising

Editing

Stewardship

Meg Crowley

Owner/Baker at Third Cliff Bakery
Greater Boston Area

Summary

Specialties: administration, administrative support, database administration, file management, microsoft excel, microsoft office, microsoft powerpoint, microsoft word, organizational skills, recording, spanish, troubleshooting,

Experience

Third Cliff Bakery

Owner/Baker

October 2014 - Present

Dorchester, MA

- Operate baking operation at shared commercial kitchen, producing herb shortbread, granola and other rotating items for sale at farmers markets, through online boutique and via coffee trike.
- Run mobile food service business from the Third Cliff Trike on the Rose Kennedy Greenway in downtown Boston, serving coffee drinks and baked goods.
- Strategizing expansion to wholesale partnerships in New England area in 2016.

EdVestors

Development Coordinator

September 2013 - September 2015 (2 years 1 month)

Boston, MA

Combined Jewish Philanthropies

3 years 6 months

Donor Relations and Stewardship Associate

September 2012 - September 2013 (1 year 1 month)

Boston, MA

- Plays a key role in the stewardship of \$1,000+ donors to CJP through the management of broad-based communications and special acknowledgement and follow-up opportunities.

- Is responsible for developing stewardship plans for key funding priorities and managing and writing relevant collateral, stories and other supporting information and tools for front-line fundraisers, volunteers and donors.

Donor Relations and Stewardship Assistant
April 2010 - September 2012 (2 years 6 months)
Boston, MA

- Manage acknowledgement process for gifts of \$50K+
- Create and maintain inventory of collateral materials for \$45 million annual campaign
- Write and edit proposals and stewardship reports to major donors

Colorado and Massachusetts
Production Assistant

December 2007 - August 2011 (3 years 9 months)

- Helps to set up and break down equipment for an on-location shoot.
- Annotates script and observes time code on a multi-day shoot to be edited later.
- Is responsible for overseeing recording throughout show and maintaining files in an organized and manageable system.
- Troubleshoots issues and handles tasks as assigned to support the crew.

BREWING TEA IN A KETTLE OF WAR

Production Assistant

December 2009 - April 2010 (5 months)

- Create and maintain log of financial support for production of film.
- Transcribe footage for cataloguing of film.
- Manage donation and acknowledgement correspondence to further the film's grassroots publicity campaign.

INTERNATIONAL CENTER

Development Intern

October 2009 - April 2010 (7 months)

- Establish donor database using Salesforce cloud computing to organize donor history and expand contact base.
- Maintain tracking reports for major matching program to provide analysis and support budget planning.
- Assist office staff with development projects including annual appeal.

SUMMER SHACK

Food Server and Customer Service Representative

August 2009 - April 2010 (9 months)

- Prepare restaurant for customers by organizing service areas and creating inviting ambiance for meals.
- Serve customers, efficiently manage meal ordering and delivery, effectively handle customer comments and complaints, all while maintaining positive demeanor.

SCG MANGEMENT, CORP

Administrative Assistant

February 2009 - April 2010 (1 year 3 months)

- Maintain vendor files for properties managed to facilitate cost analysis.
- Conduct research to keep the company current on industry growth and product developments.
- Organize and analyze company files to ensure fiscal and operational efficiency.

Education

University of Massachusetts Amherst

Bachelor of Arts, Communication; Certificate Film Studies · (2007)