



J. KAY COUGHLIN
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Areas of Expertise

Donor Relations Staff and Fundraiser Collaboration, Gift and Fund Agreements, Strategic Planning, Fund Reports, Acknowledgment Letters, Fund Descriptions, Raiser's Edge, Administering Funds, Fundraising Events, Gift Acceptance Policies

Work Experience

- Major Gift Officer, Capital University, 2011-present
- Director of Stewardship, Oberlin College, 2007-11
- Assistant Director of Stewardship & Donor Relations, Oberlin College, 2004-07
- Program & Outreach Director, Poets' & Writers' League of Greater Cleveland, 2003-04
- Programming Coordinator, Center for Arts & Culture, Cuyahoga Community College, 2000-03
- Development & Information Systems Coordinator, Shoes & Clothes for Kids, 1997-2000
- Office Manager & Development Associate, New Organization for the Visual Arts, 1995-97
- Education Director, Theater on the Square in Brecksville, 1995-96

Selected Presentations

- CASE Annual Donor Relations Conference: Gift Acknowledgments, Fundamentals of Fund Reporting, Fund & Gift Agreement Writing
- ADRP International Conference 2006, 2008 & 2009, 2012: Strategic Planning, Internal Communications Strategies, Donor Relations and Fundraisers Working Together
- AFP 2012 Canadian Congress: Donor Relations Strategies for Fundraisers
- Distinguished Leader's Conference at Baldwin-Wallace College
- Valuable Volunteering

Professional Affiliations and Recognition

- ADRP Charter Member
- CASE Faculty Star, Annual Donor Relations Conference, 2010
- Benefit Chair, Oberlin Early Childhood Center

Education

B.A., Speech, Communication and Theater, Baldwin-Wallace College