

# MARY AUSTIN FULLER



398 Adams Street, Unit 106, Oakland, CA 94610  
mary@maustinfuller.com  
510.350.7492

## **Experience:**

### **Independent Non-Profit Consultant**

October 2007 – present

- Provided non-profit development, communications, and operations consulting services for a number of small non-profits.
- see <http://www.maustinfuller.com/clients.html> for more details on clients and services rendered.

### **Director of Communications and Development, Asian Community Development Corporation**

March 2005 – September 2007 ~ Boston, MA

- Coordinated annual Comedy Night and Golf Tournament fundraising events which grew by 300% and 1000% in profit respectively between 2005 and 2006.
- Created new systems and infrastructure to better plan and implement Development and Communication activities, including strategic fundraising plan, contact database, HTML email systems, grant tracking systems, and training materials
- Wrote or co-wrote grants resulting in over \$450,000 in funding
- Developed all communication materials, including brochures, newsletters, web material, annual reports, press releases, and annual appeals

### **Administrative Director, Berwick Research Institute, Inc. (alternative arts org)**

September 2002 – April 2006 ~ Boston, MA

- Conceptualized, planned and coordinated fundraising events including the Revolving Dinner Party and the Panoply Variety Show
- Wrote and distributed press releases
- Wrote five-year strategic fundraising plan
- Researched foundations and wrote grant proposals
- Created and monitored organizational and program budgets
- Recruited Board Members, Curatorial panelists, volunteers and interns
- Helped organize and participated in artist selection jury

### **Foundation Relations Officer, WBUR 90.9 FM**

September 2004 – March 2005 ~ Boston, MA

- Identified and researched potential institutional donors for nationally acclaimed NPR affiliate station (home of Car Talk)
- Worked with WBUR staff to identify appropriate programs for grant funding
- Wrote letters of inquiry and grant narratives
- Created foundation tracking database

### **Contract Staff, Boston Cyberarts, Inc.**

July 2004 – September 2004 ~ Boston, MA

- Documented pilot artist-in-residence program
- Produced PR materials for website, press, and general promotion

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## **Development Intern, Creative Time, Inc.**

May 2004 – June 2004 ~ New York, NY

- Drafted the primary grant narrative and letters of inquiry for a \$300,000 public art project by an internationally renowned video artist, Doug Aitkin (resulting project projected on façade of MOMA in January 2006)
- Identified and researched over a dozen new foundation prospects
- Redesigned Development Department's annual fundraising calendar

## **Board Development Intern, The Theater Offensive, Inc.**

January 2004 – April 2004 ~ Cambridge, MA

- Produced, as part of a team of graduate students, a board orientation packet and strategic planning report for a small organization dedicated to GLBT theater productions and youth programs.

## **Gallery Manager, Samuel Day Gallery**

March 2001– September 2001 ~ Cummaquid, MA

- Responsible for display and sales in small, award-winning fine craft gallery

## **Curatorial Assistant/ Director of Education, Hibel Museum of Art**

June 2000 – March 2001 ~ Hyannis, MA

- Created and implemented weekly educational children's program
- Welcomed public and gave tours of the collection
- Responsible for all daily administrative duties including, creating and maintaining databases, customer service, and publicity

## **Assistant Director of Summer Camp, Art Museum of South Texas**

May 1999 – August 1999 ~ Corpus Christi, TX

- Supported Curator of Education in administrative and planning duties
- Supervised volunteers and other Assistant Teachers
- Worked as Assistant Teacher in painting, drawing, clay, drama, dance, and photography classes for two summers prior to this position

## **Administrative Intern, Galleria Sin Fronteras**

January 2000 – May 2000 ~ Austin, TX

- Performed administrative duties for gallery specializing in Latino and Latin American Artists

## ***Education:***

**Boston University**, Boston, MA ~ September 2002 – September 2004

Masters of Science, Arts Administration

Coursework included Management for Visual Arts Organizations, Financial Management for Non-Profits, Fundraising and Development, Advanced Management and Consulting, Legal Issues, Urban Planning, and Marketing for the Arts

**University of Massachusetts**, Boston, MA ~ May – August 2002

Courses: Financial and Managerial Accounting

**Southwestern University**, Georgetown, TX ~ September 1996 – May 2000

Bachelor of Arts, Majors: Art History and History, Minor: Spanish