

MARY AUSTIN FULLER

2535 Delmer Street, Oakland, CA 9460210
mary@maustinfuller.com
510.220.7573

Experience:

Communications and Fund Development Director, Lao Family Community Development, Inc.

July 2009 ~ November 2011

- Wrote successful government, corporate and foundation grant proposals for financial and homeownership education, VITA, workforce development, youth, and health and human services programs. Largest successful grant amount: \$750,000. Helped organization grow its budget by almost 50% in two years.
- Rebranded agency and produced unified visual identity across print, email, and web
- Brought the organization up to date on development systems and communication infrastructure, including launching and administering new Salesforce Database; Brand new website with multi-media and online donation capabilities; Rolled out Google Apps for organization of 40 individuals; Developed and implemented the agency's first intranet; Introduced project management sites to keep group projects on track.
- Coordinated 30th Anniversary Festival, attended by 2,000 people

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
- Worked with WBUR staff to identify appropriate programs for grant funding
- Wrote letters of inquiry and grant narratives

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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

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.

Curatorial Assistant/ Director of Education, Hibbel 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

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