

# diane I. sharp

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## SUMMARY

Dependable, resourceful and motivated development and communications professional with experience in both leadership positions and team member roles. Effective in both written and oral communication. Successful in developing original programs as well as evaluation and renovation of existing curricula. Extensive customer service, public relations and staff management experience. Proficient with Microsoft Office suite and social media tools. Familiar with Raisers' Edge database software.

## EMPLOYMENT

*2003 – 2010*

American Red Cross of Greater Columbus

*May 2006 – January 2010*

Assistant Director, Financial Development

Responsible for all department corporate fundraising, including identification, cultivation, solicitation, stewardship and recognition of corporate donors, event sponsors and other event participants.

Initiated and developed comprehensive partnership opportunities and wrote proposals to encourage donors to engage more intimately in the mission of the Red Cross, in addition to increasing financial gifts

Produced two major annual events, responsible for raising more than \$500,000 (gross) each year, including all responsibilities of Special Events Coordinator

Prepared work plans for new fundraising initiatives, including research, planning and execution documents

Provided leadership, coordination, and acted as staff liaison for two fundraising committees, comprised primarily of members of the Board of Directors and other business leaders

Managed revenue and expense budgets for multiple projects resulting in a significant positive net result

Oversaw management of volunteers for special events and other projects, guiding recruitment, communications, training, scheduling and day-of-event logistics

Oversaw department operations in the absence of the department Director

Assisted with disaster fundraising needs when necessary, including the assumption of leadership roles when delegated

*May 2003 – May 2006*

Special Events Coordinator

Responsible for success of Chapter fundraising events, including planning, coordination, implementation and production

Researched, identified, cultivated and solicited new and existing corporate prospects and other donors for financial and/or in-kind support for Chapter special events

Provided staff support to all volunteer committees formed to help secure sponsors and event or program participants

Assisted with identification of corporate sponsor prospects for upgraded or enhanced partnerships

Managed all vendor relationships related to special events needs  
Prepared and monitored budgets for event cost centers

Produced and maintained operational documents for all aspects of event production, participant registration and on-site management

Supervised event operations on-site, including pre-event staff training and trouble-shooting  
Responsible for event marketing and communications, including copywriting and production

Assisted with other department events and activities, including disaster fundraising

*2001 – 2003*

Events Manager, Greater Columbus Convention & Visitors Bureau

Conducted events with revenue goals resulting in a positive economic impact for the Bureau

Responsible for planning, producing and managing a wide variety of special events, including Annual Meeting, Golf Tournament, Columbus Celebrates Sports gala and Education Forum

Assisted with development and production of sponsorship solicitation materials, including letters of introduction, sponsor benefit packets, recognition and fulfillment materials

Developed relationships with GCCVB members, board members, committee members, volunteers, staff and community leaders to coordinate all aspects of event planning, production and marketing

Produced necessary materials for all aspects of event production

Supervised event operations on-site, including pre-event staff training and trouble-shooting

Established and managed event budgets, negotiated contracts, secured facilities, services and supplies as needed

## **EDUCATION**

B.A., English Literature, The Ohio State University, 1998

## **OTHER PROFESSIONAL DEVELOPMENT**

*2001 – present*

International Special Event Society Member

*2002-2003*

ISES Columbus Chapter Board Member and Web Site Development Chair

*2003-2005*

ISES Columbus Chapter Treasurer

*2005-2006*

ISES Columbus Chapter President Elect

*2006-2007*

ISES Columbus Chapter President

*2007-2008*

ISES Columbus Chapter Immediate Past President and International Membership Committee member

*2008-2009*

Fellow, Emerging Women Leaders in Nonprofits

The Academy of Leadership & Governance at the Jefferson Center, Columbus, OH