

# KATIE CARTON

1920 Burr Oak Pl | Bettendorf, IA 52722 | 563.505.9825 | katiecarton16@gmail.com

## PROFILE

---

Self-motivated professional, passionate about non-profit organizations and community improvement. Experienced in one-on-one relationship-building, as well as developing and implementing broader programs to further organizational goals. Thrives on new challenges, project management, and sharing enthusiasm for the cause.

## WORK EXPERIENCE

---

### Fund Development Specialist, Wastyn & Associates

June 2021-Present

- Work with Wastyn & Associates staff and clients to draft, review, and edit grant application narratives, budgets, and attachments to meet the specific requirements of each funder and client
- Manage grant calendar, client projects, and funder requirements
- Write and edit development communication materials for clients including letters, emails, case statements, & marketing text
- Write and edit survey results and other technical documents emanating from strategic planning, campaign feasibility studies, and other types of research
- Write marketing materials for Wastyn & Associates including newsletter stories, website updates, press releases and blog posts
- Provide research, writing, and other types of support for fundraising and capital campaign clients

### Grant Writer, Wastyn & Associates

February 2021-June 2021

- Work with Wastyn & Associates staff and clients to draft, review, and edit grant applications
- Provide research, writing, and other types of support for fundraising and capital campaign clients

### Caseworker & Service Academy Coordinator, Congressman Dave Loebsack

February 2019-January 2021

#### Caseworker, Congressman Dave Loebsack

April 2012-May

2014

#### Senior Caseworker, Congressman Bruce Braley

August 2009-April

2012

#### **Casework**

- Collaborated with local, state, and federal agencies to identify and resolve constituent issues
- Served diverse constituency by effectively listening, gauging expectations and adjusting assistance accordingly
- Acted as a liaison between the constituent and the agency to determine the problem and identify steps to reach a satisfactory resolution
- Maintained confidential records, documents, and mailings through online database
- Managed district casework program and 3 caseworkers, as well as interns
- Managed caseworker training program, including establishing goals and performance expectations
- Assessed casework program; implemented new tools and tracking processes to ensure efficient and effective outcomes

#### **Outreach and Event Planning**

- Planned large- and small-scale community events
- Represented Congressional Office at community and agency meetings; explained and reinforced Congressmen's messages
- Staffed the Congressmen at meetings, tours, roundtables and town hall events

#### **Service Academy Coordinator**

- Served as the lead contact for the Congressman's Service Academy nominations process
- Created application materials and promoted the process to local high schools and students
- Hosted Academy Day event with the Congressman to meet with applicants
- Organized and evaluated applications

Director of Resource Development/Marketing  
Boys & Girls Clubs of the Mississippi Valley

May 2016-February 2019

- Developed and executed large scale fundraising plan, including corporate gifts, individual gifts, special events, and annual campaigns
- Tracked donor profiles, relationships, and gifts, and reported metrics to the Executive Director and Board
- Created marketing plans and developed new flyers, email, and social media content
- Created and oversaw internship program for local college students, including recruiting, training, and managing interns to help encourage professional growth
- Oversaw committee volunteers and presented ways for them to engage with and support the organization

Relationship Manager/Women's Leadership Council Affinity  
United Way of the Quad Cities Area

May 2014-May 2016

**Relationship Manager**

- Developed and grew relationships with key partners in the Quad Cities to advance the mission of improving lives and furthering impact work in education, income and health
- Enthusiastically discussed United Way's work at rallies, company meetings and with individual donors
- Collaborated with United Way partners to successfully execute and grow workplace campaigns to raise money for impact work
- Sought out passion points of both companies and individual donors to grow corporate and workplace gifts, and sponsorships

**Women's Leadership Council Affinity**

- Built relationships with volunteers; managed Women's Leadership Council (WLC) volunteer committee meetings, projects and relevant volunteer opportunities based on mission and key initiatives
- Recruited, orientated and onboarded Charter Women for WLC
- Created and managed hygiene drive calendar, worked with local businesses to collect items for families, and then coordinated distribution of items at relevant events
- Worked with Born Learning Manager to ensure initiative is successfully executed and volunteers are engaged
- Assisted in planning annual Fall Fundraiser; recruited attendees, secured sponsorships and staff event

Teaching Assistant, Ashford University

Dec 2011 — Apr 2013

- Partnered with professors of college English and Communication courses
- Evaluated and edited student essays on a weekly basis
- Provided feedback to students; assisted in their writing development process
- Advised diverse student group with varying educational backgrounds, life experiences, expectations and goals

Civilian and Military Enrollment Advisor, Ashford University

Aug 2008 — Apr 2009

- Recruited competent, motivated students for online graduate and undergraduate programs
- Led prospective and new students through university processes, including enrollment, financial aid, securing educational materials, and orientation to the online classroom environment
- Advised students, monitored attendance, and managed student concerns
- Exceeded targets for student enrollment, course completion, and administrative efficiency
- Partnered with enrollment managers and mentors to implement numerous process improvements to status reporting, forecasting, and employee training
- Ensured accurate completion of complex Military benefit documentation, including Tuition Assistance and Montgomery GI Bill documentation

---

**VOLUNTEERISM & COMMUNITY OUTREACH**

**Volunteer/Mentor, Big Brothers Big Sisters of the Mississippi Valley**

- Recipient of the Match of the Year Award, 2016
- Recipient of the Governor's Volunteer Award, 2021

### ***Volunteer/Wish Grantor, Make-A-Wish Iowa Riverbend Committee***

- Recipient of the Tommy Austin Volunteer Award, 2016
- Volunteer Recruitment Co-Chair, 2012-2014

## **EDUCATION**

---

<b>Master of Arts in Organizational Management</b> Ashford University, Clinton, IA	<b>2010</b>
---	-------------

<b>Bachelor of Arts in Sociology-Minors in English and Psychology</b> Augustana College, Rock Island, IL	<b>2008</b>
---	-------------

## **SKILLS**

---

- Positive, mutually beneficial relationship building skills, both at the individual and organizational levels
- Proven community outreach strategy development, planning, and implementation skills
- Self-directed, high-initiative work style; efficient, organized and detailed
- Demonstrated project management capabilities
- Adaptable communication approach and effective customer service skills
- Excellent writing, proofreading and editing skills
- Proficient in Word, Excel, and PowerPoint