

PATRICE K. KATSIROUMBAS

CORE COMPETENCIES

- Strong computer skills and experience with both Windows and Mac operating systems, including MS Office, Oracle PeopleSoft Management suites and GroupWise
- Proficient with client relationship management systems such as Q-Member, E-Tapestry, Raisers Edge, Past Perfect, Salesforce.com and Exceed Professional
- Trained in the use of various statistical software packages including SPSS
- Expertise using Grant Connect and BIG Database
- Membership and Website Coordinator London Region Fundraising Professionals

PROFESSIONAL EXPERIENCE

Database Associate

Oct 2014 – Present

Ronald McDonald House Southwestern Ontario, London, ON

- Responsible for entry of all gifts to Ronald McDonald House and corresponding receipting and recognition of all gifts
- Provide various giving reports and guest statistic reports to senior management
- Plan and organize data within database to reduce redundancies, provide better reporting and better analysis of information
- Research new database software options

PROFESSIONAL EXPERIENCE

Development Officer

Mar 2013 – Oct 2014

Museum of Ontario Archaeology, London, ON

- Responsible for identification, cultivation and solicitation of corporate, community and individual prospects for the museum's fundraising priorities
- Develop fundraising program with clear priorities and targets
- Create and implement Direct Mail campaign
- Maintain donor database
- Create relevant reports from database information
- Research potential donors, foundations and granting agencies to identify new sources of funding
- Provide progress reports to Executive Director and board of directors on progress of new development program

Business Development Manager

Jan 2012 – Mar 2013

Info-Tech Research Group, London, ON

- Responsible for developing new business from cold prospects and prospects generated by marketing campaigns
- Worked with prospects and clients to uncover opportunities to match Info-Tech's research to problems
- Acted as a representative and host at Info-Tech conferences
- Research potential prospects to determine potential needs
- Maintained 80% renewal rate for existing clients
- Maintain CRM database for all clients and prospects

Signature Events Coordinator

Aug 2011 – Jan 2012

London Health Sciences Foundation, London, ON

- Work as part of a team to coordinate London's premiere special event, attracting over 1,000 of London's business and hospital leaders

- Manage and coordinate acquisitions for London’s largest fundraising silent auction
- Manage acquisitions database
- Identify and develop new acquisitions prospects
- Develop marketing materials associated with acquisitions, including 64 page catalogue
- Liaise with suppliers to coordinate event logistics

Fund Development Coordinator

2006 – 2011

London Regional Children’s Museum, London, ON

- Ensure appropriate recognition of all private and corporate donors; e.g. tax-receipt preparation and donor appreciation communication, in-person and by mail
- Coordinate private and corporate donor mailings, including direct mail activities and donor recognition events
- Manage donor database including all data entry including: gifts, pledges, notes, reminders, campaigns etc.
- Utilize database to create a variety of reports for senior leadership and board
- Responsible for coordination of successful fundraising events, including LRCM Annual Cocktail Party and the annual “Fun Run”
- Created and managed budgets for fundraising events, developing targets for new events and adjusting targets year-over-year with accountability for reaching targets
- Research and facilitate new funding opportunities for Children’s Museum programs and services
- Develop corporate and private funding sources for the \$1,000,000 Capital Campaign
- Member of the LRCM long-term strategic planning group
- Successfully updated LRCM donor database software and implemented staff training of new software suite
- Successfully applied for government grants for summer student positions
- Worked with volunteers to implement new fundraising initiatives and plan fundraising events
- Successfully acquired grant funding for summer student positions
- Created progress reports for municipal, provincial and federal government funding as well as private funders as part of grant reporting requirements.

Visitor Services and Sales Manager

2005 – 2006

London Regional Children’s Museum, London, ON

- Managed visitor services and sales staff, including special event staffing and day-to-day scheduling
- Departmental budget preparation
- Implementation of new revenue streams providing visitor’s with expanded services
- Coach visitor services and sales staff, as well as facilitate customer service issues to ensure exceptional customer experience

Clinical Psychology Laboratory Coordinator

2007 - 2010

The University of Western Ontario, London, ON

- Study participant recruitment from the greater London community
- Administering clinical research tasks and questionnaires to children ages seven to nine years old
- Manage sensitive materials provided by participants in compliance with the Canada Privacy Act
- Coordinating participant payments
- Monitor budget
- Maintain all participant electronic and paper files, ensuring absolute confidentiality
- Train student research assistants for on-going clinical research

EDUCATION

Master of Library and Information Science *in progress expected 2016*

The University of Western Ontario, London, ON

Bachelor of Arts – Honors Specialization in Psychology

Dean's Honor List

The University of Western Ontario, London, ON

Diploma in Arts Management

The University of Western Ontario, London, ON