

ASHLEY FOURNIER

SKILLS:

- Strong **understanding of family dynamics, child development, and domestic violence and abuse** as obtained through formal education
- **Adaptable in fast paced working environments**, meeting deadlines and working under pressure while continuing to communicate effectively
- **Experienced in preparing and presenting strong proposals** communicating a clear vision, using research to demonstrate need, anticipate obstacles, and respond to concerns
- Able to network effectively to gain knowledge of a **diverse range of community resources in the Brantford community utilized to support individuals and families** in the community
- **Advanced communication, investigative, interviewing, and assessment skills**
- **Proficient in project management and managing operations**, including the recruitment, training and retaining of staff and volunteers.
- **Experienced in planning, promoting and executing events**, including public workshops and activities, in a manner consistent with identified goals and objectives.
- **Proven track record of successful grant and proposal writing**, securing over \$35,000 for the Brantford Arts Block over the past 2 years
- Computer literate; proficient in MS Office, Raiser's Edge and both Windows and Mac OS.

EDUCATION:

Social Service Worker Candidate, Mohawk College
BA in Sexuality, Marriage, and Family Studies
St. Jerome's University, University of Waterloo

EMPLOYMENT EXPERIENCE:

Pink Shirt Day Coordinator, Boys' and Girls' Club of Brantford

Brantford, Ontario (November 2013 – March 2014)

DUTIES:

Effectively communicated the purpose and impacts of the event within the community through public speaking events in schools, businesses, and other organizations

Worked closely with a team of students to plan and execute all aspects of the campaign, including marketing, sponsorships, sales, and community awareness

Created and maintained relationships with sponsors and participants

Operations Manager, Brantford Arts Block

Brantford, Ontario (January 2013 – December 2013)

DUTIES:

Created media releases, communications with the Brantford Arts Block audiences using social media outlets, and delivery of public presentations about the organization

Developed and maintained collaborative partnerships within the community, as demonstrated by active participation in the Bridge, the Brantford Film Festival, and The Heart to Art Project

Represented the organization in a professional manner, providing information about programs and facilities, determining needs of community partners and renters, and providing support during community events

Evaluated projects and programs, tracking attendance, revenues, media relations, and additional variables as needed

Supported staff and volunteers in the identification and creation major applications and proposals for funding

Responsible for recruitment, interviewing, hiring and training all incoming staff and volunteers, including student placements

Fund Development Coordinator, Brantford Arts Block

Brantford, Ontario (May 2012 – January 2013)

DUTIES:

Responsible for grant writing and foundation proposals, securing over \$35,000 over a two-year period

Revised and developed sponsorship levels and donor recognition programs to assist in fundraising efforts

Organized and planned several large fundraising events, including the 24 Hour Art-A-Thon

Tracked memberships, maintained databases and communicated with members on an ongoing basis

Senior Student Supervisor, Annual Giving Call Program, RUFFALOCODY/ODAA

Waterloo, Ontario (February 2009 – May 2012)

DUTIES:

Delivered weekly reports to evaluate staff on their achievements and make suggestions on improving productivity

Allocated prospects to Development Associates, necessitating the ability to quickly assess the skill level of staff

Conduct evaluations with development associates in an encouraging manner, insuring that both strengths and weaknesses are addressed, deductions and raises understood, and goals for the next evaluative period are set

Developed scripting for constituent interactions, providing new staff with the tools necessary to effectively build strong rapport and cater to constituents' individual needs

Supervisor responsibilities include: boosting morale, coaching/training staff, completing payroll, processing credit card information, maintenance of prospect files, completing reports, addressing concerns and/or questions of staff and/or prospects

Development Associate, Annual Giving Call Program, RUFFALOCODY/ODAA

Waterloo, Ontario (October 2008 – May 2012)

DUTIES:

Acted as an ambassador for UW, representing the University and its key funding priorities, personally raising over \$200,000 in new donations for various projects

Adapt fundraising strategies to accommodate individual constituents as a means to build and maintain profitable, long-term fundraising relationships

Exercise tact and diplomacy when dealing with delicate financial situations

Accurately entered personal and biographical information, donation amounts, marking the length of the gift, campaign, and any restrictions that may apply, in strict confidentiality

VOLUNTEER EXPERIENCE:

Resident Group Co-Facilitator, Nova Vita

Brantford, Ontario (2013)

DUTIES:

Worked alongside a Residential Counsellor to deliver group therapy programs aimed at providing information about healthy relationships to residents on a weekly basis.

TeenEsteem Program, YMCA

Brantford, Ontario (2012)

ASHLEY FOURNIER

DUTIES:

Worked with a team to develop a community outreach program focused on volunteer skills and information for high-risk female youth.

Presented information and facilitated activities in 4 local elementary schools, reaching over 100 youth.

Girls Group Co-Facilitator, Paulander Community Centre

Kitchener, Ontario (2011)

DUTIES:

Developed, executed, and evaluated a community outreach program focused on providing mentorship for high-risk female youth and acting as a conflict resolution mediator.

Facilitated a fundraiser for the program enabling the expansion of the program to include events and outings for participants.

Social Convener, St. Jerome's Students' Union

Kitchener, Ontario (2009-2010)

DUTIES:

Responsible for the organization of social events to bring staff, faculty and students together, the largest event being the 46th Annual Awards Banquet, with over 200 people in attendance

Responsible for acquiring donations for a silent auction held at the Awards Banquet, as well as encouragement for donations to be made towards a fundraising goal of \$3000 for KidsAbility

Sat on University-wide governing boards as an informed representative of the student voice on campus, and as such, was entrusted to the task of providing information to a large constituency of students

Other Volunteer Experiences

Completion of Volunteer Training for the Region of Waterloo Family and Children Services: 2011

Volunteer Coordinator, Thank-you-a-thon, University of Waterloo : 2010-2011

Beyond U Pilot Program, St. Jerome's University : 2010

Keystone Karnival, University of Waterloo : 2010

Crocus Campaign Planning, CNIB : 2006-2007