Rebekah Moss

Nonprofit Fundraiser · Grants and Giving

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Portland, United States

Recent fundraising results

$280,000 — Secured across three restricted grants with signed award letters.

41% to 54% — Campaign renewal rate among prior-year donors who were eligible for contact.

Summary

Fundraiser supporting a community literacy charity through institutional grants and recurring donations. Works with programme and finance staff to prepare applications, track restrictions and give donors evidence of delivery.

Experience

Development Officer

Northbridge Literacy Partnership | 2022-01 – Present

- Built applications with programme leads and checked budgets with Finance. Agreed reporting milestones and spending restrictions with the delivery teams on receipt of signed award letters.
- Redesigned renewal messages for prior-year donors based on previous programme interest and permitted contact preferences. Checked response rates with suppressions and opt-outs excluded.
- Introduced an award register that ties the donor commitment, payment schedule and report date to a named owner.

Fundraising Coordinator

Cedar Lane Reading Trust | 2019-09 – 2021-12

- Prepared campaign receipts and checked duplicate gifts with Finance before sending confirmations.
- Updated donor contact preferences and compiled programme summaries for the year-end appeal.

Education

BA Public and Nonprofit Management

Cascadia Civic College | 2019

Skills

Grant applications · Restricted gift tracking · Donor retention · Campaign reporting

Languages English · Spanish