

Theresa Rigsby Dougherty  
4 Linden St  
Bristol, RI 02809  
(401) 226-4617  
Theresa.rigsby@gmail.com

1A

October 11, 2022

To Whom it May Concern:

I am writing to express my interest in serving as a Board Member at Mount Hope Farm. This farm is very special to me and my family, and it would give me great pleasure support its continued success. My family lives right across the street from the farm, off of DeWolf St. My husband and I got married at Mount Hope Farm in 2006, and we have fallen in love with its beauty and history. My kids and I go to the farmers market every Saturday, rain or shine. We love saying hello to the animals and walking down to the bay. My children have enjoyed 4-H and Camp Wetu. I have been especially appreciative of the way the farm has moved towards acknowledging the lands' history and relationship with the Pokanokets.

I moved to Rhode Island in 2003 to serve as an AmeriCorps member at City Year, an education nonprofit in Providence. I have been with the organization ever since, serving for 16/19 years as a fundraiser. I am currently the Development Director, responsible for managing a portfolio of corporate, foundation and individual donors that raises \$1.3 million in private revenue. I also support the submission and reporting of state and local grants. I work closely with our board, managing the Development Committee. Being on our site's leadership team has given me a comprehensive understanding of all aspects of running a nonprofit, including budgeting, personnel management, government relations, and strategic planning.

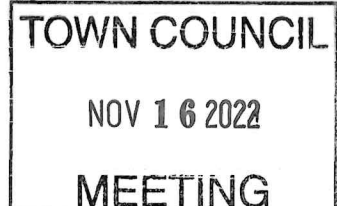
I would love to help the board and staff explore further ways to engage the community, especially families, in supporting the farm. I think there is potential to expand educational programming for children and raise awareness of what a perfect spot it is for young families (the wide, paved paths are perfect for pushing strollers and there is much less traffic than the bike path or Colt State Park). I am also excited to help think through additional fundraising opportunities and membership benefits. I would love to see the farm thrive and be a spot of tranquility for generations to come.

Thank you for considering my application.

Sincerely,



Theresa Dougherty



# Theresa Rigsby Dougherty

[Theresa.rigsby@gmail.com](mailto:Theresa.rigsby@gmail.com)

(401) 226-4617

INPUT – LEARNER – INTELLIGENCE – RESPONSIBILITY – ANALYTICAL

## Summary

Experienced fundraising professional with over sixteen years of experience in a fast-paced education nonprofit. Skilled in listening to donors and implementing their vision for proposals, reports, events, and engagement experiences. Adept at bridging communication between departments to help people achieve mutual goals. Strong team player always looking to learn and support the development of others.

## Skills

- Grant and report writing
- Budgeting and forecasting
- Relationship management
- Time management and prioritization of projects
- Excellent oral and written communication and proofreading skills
- Independent learner
- Software: Microsoft Office (Word, Publisher, Power Point, Excel, Outlook), Adobe (Photoshop, InDesign, Acrobat), Google (Gmail, Docs, Sheets), Raiser's Edge, Salesforce

## City Year Providence

### Development Director

07/2016 - Present

- Create and implement a plan to raise private revenue of over \$1.3M/year
- Coordinate public sector grants from state and city
- Ensure proper stewardship of all donors including individuals, corporations, and foundations
- Hire and on-board development staff
- Manage two direct reports: Senior Development Manager and Development & Communications Manager and coordinate with Regional Grant Manager
- Serve as part of site-wide leadership team responsible for strategic planning and goal setting
- Oversee planning of 350-person gala raising \$200,000+ annually

### Director of Corporate Relations and Development Operations

08/2015 - 07/2016

- Solicited and stewarded a corporate and foundation portfolio worth over \$600,000
- Planned and implemented service days and other engagement events
- Managed Development Associate responsible for gift processing, database management, social media, and event management and coordinate with Regional Grant Writer on major grants

### Associate Director of Development/Development Manager

10/2008 - 08/2015

- Wrote grants and reports, including AmeriCorps grant and \$100k+ DOJ grant
- Managed corporate relationships
- Planned and implemented large-scale community service events
- Wrote and managed annual appeal mailings
- Managed the local website
- Managed fundraising events including women's event and annual gala
- Designed collateral including local reports and one-pagers
- Maintained local fundraising database
- Responsible for site budget planning (expense and revenue)

### Development Associate

10/2006 - 10/2008

- Wrote grants and reports, including local AmeriCorps grant and CDBG grants in multiple cities
- Responsible for development operations, including gift processing and acknowledgement and database management
- Wrote and managed annual appeal mailings
- Supported event logistics including invitation lists, RSVP management, and seating

**Headquarters and Admissions Manager****02/2006 - 10/2006**

- Coordinated the admissions process for prospective City Year AmeriCorps members
- Managed daily operations of the City Year office in Providence including accounts payable, vendor relations, and communication with IT, payroll and other HQ shared services
- Supported development operations including gift processing, grant writing support, annual appeal mailing, and database management

**Consultant****06/2005 - 2/2006**

- Created data tracking system to improve data collection for City Year programs in Rhode Island
- Wrote grants and progress reports to support City Year programs

**City Year AmeriCorps Member, Research and Systematic Learning Project Leader****08/2004 - 06/2005**

- Collected program data and impact stories for eight City Year teams running after school programs in elementary and middle schools in four Rhode Island cities

**City Year AmeriCorps Member, Newport Young Heroes Team****08/2003 - 06/2004**

- Planned and implemented a Saturday service-learning curriculum for 50 middle school students
- Ran afterschool programs and math homework help at Thompson Middle School

**Special Projects and Leadership Opportunities****Equity Point****2020-Present**

Serve as one of two local facilitators for Diversity, Belonging, Inclusion and Equity trainings for staff and AmeriCorps members. Participate in train the trainer events and support the site in DBIE conversations.

**Fundraising Fellows Mentor****2019**

Helped to design curriculum and served as a mentor to two program staff members at other City Year sites to introduce staff in other departments to the concepts of fundraising.

**LEAD City Year****2018**

Leadership development program for Director-level staff that included learning from leaders internal and external to City Year, leadership training, and working on a team to address a business issue inside City Year

**Management Pilot****2018**

Participated in a pilot management training using curriculum from The Management Center adapted to the City Year framework. Provided feedback on the training materials and made edits to make the training more interactive and effective

**Development Support Services User Advisory Council****2017 - 2020**

Serve on a council of Development Directors and Executive Directors who provide feedback to Development Support Services leadership on the effectiveness of services such as Prospect Research and Grant Writing as well as proposed future services

**Operating Model Transformation Change Agent****2013-2015**

Served as liaison between our local City Year site and our national headquarters as the organization was reorganizing to provide more shared services. Gathered feedback and shared information between our site and headquarters to ensure a smooth transition. Received training in change management and ADKAR model.

**Relevant Volunteer Experience****Advisory Board Member, Bristol Warren Family Resource Center****1/2022-Present****School Improvement Team, Colt Andrews Elementary School****2021-Present****Grant Committee, Women's Fund of RI****2019-Present****Scholarship Committee, Bank of America Neighborhood Builders****2021****Scholarship Committee, Cox Charities****2016, 2017****Education:****College of William & Mary: BA, Mathematics and Linguistics, double major****2003**