

## **VICTORIA SHAVER**

### **EXPERIENCE** **SUMMARY**

Effective and collaborative development officer and nonprofit administrator; expertise in medical and health science fundraising. Demonstrated strong strategic leadership; recognize opportunities, facilitate design and implementation of creative solutions while managing multiple projects. Excellent relationship building skills; resulting in hundreds of improved donor relationships with the institution and over \$6M raised through collaborative relationships with 60 colleagues.

### **PROFESSIONAL EXPERIENCE**

**FOUNTAIN OF HOPE PEER COUNSELING CENTER, Omak, WA**  
**Administrator**

**11/10 – present**

**MEDICAL AND HEALTH SCIENCES FOUNDATION, Pittsburgh, PA**  
**University of Pittsburgh and University of Pittsburgh Medical Center (UPMC)**

**Assistant Director of Planned Giving**

**2/08 – 07/09**

- Secured, with the Director, over \$6M in realized and documented planned gifts (FY 08) for MHSF institutional entities
- Assisted the Director in overall goal setting and strategy for the office of planned giving
- Prospect manager for a portfolio of planned giving prospects for MHSF entities
- Served as the planned giving expert in development teams comprised of MHSF development officers, legal counsel and institution administration
- Collaborated with MHSF development staff to craft creative gift proposals that match donor goals with institutional priorities
- Translated complex legal and tax jargon into lay language for gift proposals
- Facilitated gift agreement processing through various levels of the University and UPMC
- Created and presented planned giving education seminars for internal and external clients
- Developed relationships with professional advisors in the Pittsburgh community to expand the reach and influence of the MHSF fundraising program
- Collaborated with multiple University and hospital departments including legal, finance, development and supporting organizations to implement, expand and improve planned giving policies and procedures
- Supervised planned giving support and professional staff in the implementation of planned giving program elements
- Prepared and monitored planned giving department budget

**Planned Giving Associate**

**1/07 – 2/08**

- Provided administrative, special project and marketing support for the planned giving (PG) department
- Identified potential markets of planned giving prospects and developed new programs to cultivate, steward and solicit them for support (e.g. medical school class scholarships, dental school sports enthusiasts)
- Managed all PG mailings and school-based publications - from idea development to design to print
- Researched planned giving prospects and provided strategy recommendations to the director and assistant director
- Designed, organized and implemented five planned giving special events for current University and UPMC donors and prospects, professional advisors in the Pittsburgh community and health science school deans, faculty and alumni.
- Managed the entire process of outsourcing a planned giving website, including vendor research, interviews, site design, copy writing, editing and website launch and maintenance

**Administrative Assistant to the MHSF Executive Director**

**9/05 – 1/07**

- Implemented new administrative strategies to assist the Executive Director with all aspects of the development program

- Coordinated information collection and contributed to written reports for the MHSF President
- Assisted Annual Giving and Special Events departments with projects including mailings, graphic design and special event planning

**ROLLING HILLS COMMUNITY CHURCH, Tualatin, OR**

**8/04 – 4/05**

Equip Ministries Assistant

- Produced a church photo directory utilizing the efforts of over 350 volunteers
- Planned and coordinated ministry meetings and retreats
- Developed and modified curriculum for ministry- related classes
- Designed event communication using In Design, PageMaker and Adobe Photoshop

**U.S. ARMY CORPS OF ENGINEERS, Portland, OR**

**6/02 – 9/03**

Portland District Public Affairs Office Internship

- Wrote news releases and an annual historical report of events for internal and external publics
- Answered questions concerning pertinent public affairs issues in the Corps

**SPECIAL SKILLS**

- Conversational Spanish and Portuguese
- Proficient in ADVANCE (fundraising software), Adobe Creative Suite, Quark Express, and the Microsoft Office Suite

**EDUCATION**

**UNIVERSITY OF PITTSBURGH, Pittsburgh, PA**

**2009**

Graduate School of Public and International Affairs

Master of Public Administration (MPA), Specialization - Public and Nonprofit Management

**GEORGE FOX UNIVERSITY, Newberg, OR**

**2004**

Bachelor of Art, Organizational Communications

**PROFESSIONAL MEMBERSHIPS**

Pittsburgh Planned Giving Council

National Partnership for Philanthropic Planning

**HONORS AND COMMUNITY INVOLVEMENT**

Member of Pi Alpha Alpha National Honor Society for Public Affairs and Public Administration, 2009

Urban Impact Soccer Coach, 2008

Youth Mentor Encourager, Rolling Hills Community Church, 2005

Summa Cum Laude, George Fox University, 2004

Member of Lambda Kappa Chapter of the Lambda Pi Eta National Communication Association Honor Society, 2004

Outstanding Senior Communications Major, George Fox University, 2004

English education project in Brazil, 2003