

Sophia Booth Magnone

65 Collingwood Street #2
San Francisco, CA 94114
📞 773 882 1200
✉ sophia.magnone@gmail.com

Key Skills

- Development & Fundraising Grant Writing & Reporting, Institutional & Individual Giving, Donor Communications, Database Management, Donor Cultivation & Stewardship, Prospect Research, Outreach & Publicity, Event Planning
- Communication Writing, Editing, Research & Analysis, Public Speaking, Meeting Facilitation, Classroom Instruction, Curriculum Development
- Leadership & Collaboration Project Management, Teamwork, Supervising & Mentorship, Organization, Deadline & Workflow Management, Self-Direction

Professional Experience

- Sophia Booth Magnone Grant Consulting (San Francisco, CA) **Nonprofit Grants Consultant, Apr 2021–present.**
 - Research funding opportunities and identify top prospects
 - Facilitate initial outreach to and ongoing communications with funders
 - Gather content and background for grant proposals, letters of inquiry, and reports from program staff and external research
 - Write, edit, finalize, and submit grant materials
 - Manage grant logistics and deadlines
- Equal Rights Advocates (San Francisco, CA) **Development Manager, Oct 2019–Mar 2021.**
 - Assisted in execution of annual fundraising plan to support \$3MM+ organizational budget
 - Supported Executive Director and Director of Development in cultivation, solicitation, and stewardship of individual and institutional donors
 - Wrote and edited concise, compelling fundraising materials targeted to diverse stakeholders, including grant proposals and reports, letters of inquiry, digital and direct mail appeals, and annual report
 - Collaborated with Development, Communications, Legal, and Finance team members to develop fundraising strategy and content
 - Helped research, cultivate, and secure new institutional funding partners, including funders of \$300K+
 - Led management of institutional funding pipeline including outreach, timelines, applications, reports, and follow-up communication
 - Coordinated individual fundraising appeals via email, social media, and direct mail, including writing and editing content, segmenting lists, and tracking progress
 - Developed and launched monthly giving program
 - Supported management and optimization of CRM database and other information systems
 - Helped plan and execute donor cultivation and fundraising events including house parties, Giving Tuesday happy hour, and two virtual galas
 - Supervised department intern and helped develop formal protocols for intern recruitment, onboarding, and supervision

- The Feminist Press
(New York, NY) **Development Manager & Mellon/ACLS Public Fellow**, *Sept 2017–Aug 2019*.
- Identified and applied for over 50 new funding sources
 - Secured more than \$231K in government and foundation grants
 - Managed CRM database of 15K donors and supporters
 - Planned and executed eight quarterly multi-platform fundraising appeals from start to finish, yielding \$38K in individual giving and \$146.5K in major gifts
 - Coordinated donor communications, gift acknowledgement, and prospect outreach via direct mail, email, phone, and in-person visits
 - Supported planning and execution of fundraising events, including two annual galas, grossing a total of more than \$283K
 - Participated in strategic planning process to define long-term development goals and strategy
 - Implemented new fundraising tactics including peer-to-peer donation, themed giving days, text-to-donate, silent auction, and more
 - Collaborated closely with executive, sales, marketing, publicity, and editorial personnel to communicate mission to diverse stakeholders
 - Wrote and edited public-facing development, marketing, and sales materials
 - Developed writing assignments and provided supervision for 5 interns each trimester
 - Selected through a competitive application process for participation in the Mellon/ACLS Public Fellows program and placement for a two-year term at the Feminist Press

- University of California,
Santa Cruz
(Santa Cruz, CA) **Lecturer**, *Sept 2016–April 2017*.
- Designed and taught humanities courses ranging in size from 20–224 students
 - Facilitated inclusive, participatory learning for students from diverse backgrounds
 - Created and managed digital classroom resources
 - Supervised a team of 5 teaching assistants
 - Integrated feminist texts, methods and principles into course material

Graduate Instructor, *Sept 2009–June 2016*.

- Designed and taught upper-level seminar Gender and Speculative Fiction
- Directed weekly discussion sections for a variety of literature courses
- Planned engaging lessons and facilitated lively in-class conversation
- Evaluated and mentored 25–50 students per quarter

Graduate Student, *Sept 2009–June 2016*.

- Conceived and implemented a 3-year research and writing project, resulting in a 300-page manuscript
- Published 4 articles in peer-reviewed journals, engaging specialist and nonspecialist readership
- Presented research in oral and visual form at 6 interdisciplinary public conferences
- Secured 11 competitive grants and fellowships for research and travel
- Successfully applied for over \$55,000 in institutional funding from sources including the Literature Department, Graduate Division, Institute for Humanities Research, and Science and Justice Research Center

Education

- PhD **Literature**, *University of California*, Santa Cruz, CA, 2016.
Research foci: intersectional feminist and gender studies, animal studies, science fiction, feminist and queer literature
- MA **Literature**, *University of California*, Santa Cruz, CA, 2014.
- BA **Media Studies**, *Pomona College*, Claremont, CA, 2006.