

DANIELLE ALEXANDER

writer + nonprofit professional



CONTACT

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CONNECT

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SKILLS & CAPABILITIES

- Copywriting
- Proofreading & editing
- Grant & fund development writing
- Social media management
- Branding & marketing
- Event organizing & management
- Community outreach & engagement
- Volunteer management
- Small business management
- Adobe Design Suite
- Microsoft Office 365
- Wordpress

EDUCATION

Bachelor of Arts, English & Creative Writing

Aquinas College, 2009–2013

Magna Cum Laude

EXPERIENCE

Owner

Grey Grey Books

August 2015–Current

Own and operate a small used book, handmade journal, and zine distribution business

Editorial Intern

Sundress Publications

June 2016–Current

Proofread and edit manuscripts, write content for blog, assist with administrative tasks

Communications & Grants Coordinator

Kids' Food Basket

September 2015–May 2016

Coordinate and execute communications projects; write and manage workflow for capital campaign grants totalling \$3 million

Communications & Development Coordinator

Family Star Montessori

March 2015–August 2015

Manage all organizational communications, outreach, and development projects, including major events and gifts

Youth Writing Workshop Instructor & Volunteer

Lighthouse Writers Workshop

May 2015–August 2015

Lead comic book and storyboard writing workshop at Denver Comic Con to over 500 students over three days; assist with event set-up for writer's salons, author readings, and fundraising events

Writing & Special Projects Assistant

Kids' Food Basket

August 2014–September 2015

Remote ghost writing, social media content, and grant writing projects as assigned

Executive & Administrative Assistant

Kids' Food Basket

December 2014–August 2014

Assist four-person executive leadership team and staff of fifteen with calendaring; lead on phones; writing and communications projects as assigned

THRIVE Tutoring Program Volunteer

Grand Rapids Creative Youth Center

September 2014–August 2014

Work one-on-one with sixth-grade ESL (Spanish-primary) learner to improve reading, writing, and speaking skills in creative writing-themed program

EXPERIENCE CONT.

Volunteer Coordinator

TrueNorth Community Services
January 2014–December 2014
Manage 900+ organizational volunteers for rural, multi-service nonprofit

21st Century Afterschool Program Specialist

TrueNorth Community Services
October 2007–January 2014
Lead Michigan Department of Education-funded afterschool activities for children ages 5-18 in rural, low-income schools; manage grant inventory; administrative assistance and communications projects as assigned

TEAM 21 Group Leader

City of Wyoming Parks & Recreation
September 2012 – January 2014
Lead diverse classroom of 20-30 fifth and sixth grade students; parent engagement with parents of all backgrounds and abilities; lesson planning to meet grant objectives; supervising students on field trips

PUBLICATIONS & READINGS

Ten Lists: A Workbook for Anxiety
Grey Grey Books, 2017

Backpedaling (Nonfiction Essay)
Reading finalist, Grand Rapids Creative
Youth Center Story Slam

Chasing Rabbits (Poetry Zine)
Bombadil Press, 2016

These Hips, An Anthem (Nonfiction Essay)
The Bandit Zine, 2015

Sunlight Gets Through (Poetry Zine)
Bombadil Press, 2015

Stepping Into the Sun (Poetry Zine)
Bombadil Press, 2015

Mother (Poem)
Aquinas College Sampler, 2013
Honorable Mention, American Academy of
Poets Prize

TRAININGS & AFFILIATIONS

Civimize.Me Certified Civic Leader

(Inaugural Cohort)
September 2016–October 2016
Eight-week course designed to build young community leaders engaged in the civic arena with a lens of equity, diversity, and inclusion

Grand Rapids Grantwriters Roundtable (Member)

March 2016–June 2017

Human-Centered Design for Nonprofits Training Johnson Center for Philanthropy

October 2016

Avenue for the Arts Advisory Council (Member)

August 2015–September 2016
Helped develop events and marketing materials for designated arts district in Grand Rapids, MI

Heartside Business Association (Board Member)

September 2015–September 2016

REFERENCES & PORTFOLIO AVAILABLE UPON REQUEST