

# TAMARA

—writer & creator—

# OMAZIĆ

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## EDUCATION

**Indiana University • Remote**  
**Lilly Family School of Philanthropy**  
Fund Raising Management Certificate  
June 2015–Present

**Emerson College • Boston, MA**  
BA, Writing, Literature and Publishing  
Concentration: Magazine Publishing  
Graduated: May 2013 • GPA: 3.6

## VOLUNTEERISM

**Young Professionals Advisor • IINE**  
Boston, MA • December 2016–Present  
Advising on the creation of young professionals network

**Companion • OC Rape Crisis Center**  
Chapel Hill, NC • February 2014–April 2015  
Staff local crisis hotline and assist victims with immediate crisis counseling

**ESOL Aide • Jewish Vocational Services**  
Boston, MA • January 2011–May 2011  
Tutored adult refugee students in writing, reading comprehension, and computer skills for job readiness

## SKILLS

- **Relationship Management:** prospecting, solicitation, and stewardship; donor management software; strategic corporate relations
- **Event Planning and Management**
- **Writing and Communications:** proposal and appeal writing; graphic design and project management; strategic social media and engagement; web design and CMS

## PROFESSIONAL EXPERIENCE

**Development Specialist • Political Asylum/Immigration Representation (PAIR) Project**  
Boston, MA • March 2017–Present

**Responsibilities:** Marketing and brand management; prospecting, solicitation, and stewardship of individual and foundation donors; strategic fundraising development; and event planning

**Individual Giving Manager • Mass Insight Education**  
Boston, MA • May 2016–March 2017

**Notable Achievements:** Launched major donor giving circle, raised individual donor contributions by 46%, planned and executed first annual appeal, managed prospect research resulting in 82% increase in first-time donors; launched Young Professionals 4Ed

**Responsibilities:** Prospect research, donor cultivation, and stewardship for major gifts and annual fund; planning and executing year-round annual appeals; creating donor-centric marketing materials; supporting corporate sponsorship solicitations and grant proposals

**Communications and Development Director • Communities In Schools of Durham**  
Durham, NC • February 2015–April 2016

**Notable Achievements:** Increased individual donor solicitations year-over-year by 50% with 20% increase in donations; consistently increased giving of major donors; demonstrated 68% success rate with grant proposals; planned and executed first fundraiser event with 370% ROI

**Responsibilities:** Grant research, writing, and management; prospect research, donor cultivation, and stewardship; data entry and development reporting; event planning

**Communications Manager • Communities In Schools of Durham**  
Durham, NC • November 2014–January 2015

**Notable Achievements:** Grew CIS of Durham brand presence among stakeholders with revamped website, intensified social media presence, and community outreach; increased social media impressions by more than 60% to date; streamlined print communications by establishing internal brand standards and designing high-quality print collateral

**Responsibilities:** Spearheaded strategic digital communications; designed and implemented giving campaigns across multiple platforms; maintained strong stakeholder relationships through stewardship; strategically develop grant and individual donor proposals

**Freelance Copywriter and Designer • Vacation Insiders**  
Remote • December 2014–August 2016

**Notable Achievements:** Key member of new copywriting venture for vacation rental listings  
**Responsibilities:** Wrote elevated, engaging copy for travel brochures and vacation rental listing

**Associate Editor • QSR Magazine**

Chapel Hill, NC • October 2013–November 2014

**Notable Achievements:** Refined quality of business-to-business magazine content by writing monthly in-depth, analytical features which reached an audience of more than 30,000 subscribers; grew social media impressions by 30% over one year; collaborated with designers to launch new infographic-driven FOB department

**Responsibilities:** Wrote analytical, on-trend content for print magazine and website regarding limited-service restaurant industry; managed robust pool of freelance writers and sought fresh new voices; assigned and edited 9 magazine departments monthly; managed social media daily to improve reader interactions

**Communications and Media Intern • Students for a Sensible Drug Policy**

Washington, D.C. • July 2013–September 2013

**Notable Achievements:** Elevated blog quality with fresh, research- and issue-based content; established in-house style guide to streamline communications

**Responsibilities:** Wrote biweekly blog posts on SSDP's progress across various college campuses; covered local Senate and House Committee hearings relevant to SSDP's mission; edited outside submissions for national blog