

Rhonda K. Davis

Fundraising & Development Professional

Creative and enthusiastic leader with over 25 years of marketing and fundraising experience with non-profit and for-profit organizations, grass roots groups, schools, political candidates, and county governments. Highly skilled at designing, presenting, and reaching strategic goals through competent organization, management, and execution of capital campaigns, special events, newsletters, annual reports and team assignments with a commitment to excellence. Confident solicitor and caretaker of donor retention strategies, corporate solicitations, volunteer coordinating, team building, social media/website content management, grant research and writing, and project management. Focused on collaboration by utilizing networking and communication skills through customer relations management, board member training, employee onboarding, staff ambassador education, alumni relations, civic associations, and community resources to build teams that work together toward a common goal.

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WORK EXPERIENCE

Arkadia Enterprises, LLC

Surf City, NC

Non-Profit Consultant/Grant Writer

February 2021-Present

Responsibilities: Seek funding opportunities that match organizational needs, submit grant proposals, complete follow-up reports, present outcomes.

Wicker Properties of the Carolinas

Wilmington, NC

Broker-in-Charge

August 2017-Present

Responsibilities: Office Management, Record-Keeping, Advertising, Social Media and Website Content Management, Listings and Sales Contracts for Residential and Commercial Properties

Boulware Mission Inc

Owensboro, KY and Remote

Director of Development/Interim CEO

February 2019-July 2022

Responsibilities: Board Member Training, Volunteer Coordinating, Grant Writing, Staff Management, Payroll & Taxes, CRM, Reports, Strategic Planning, Public Relations, Fundraising, Newsletter, Social Media and Website Updates, Capital Campaigns, Event Planning, and Community Presentations

Davis Consulting Group, LLC

Charleston, WV

Marketing & Fundraising Consultant

December 1998-February 2019

WVU of Parkersburg

Adjunct Professor: Computer Science, Business Leadership, English 101 & 102, Business Communications

August 2009-December 2015

Jackson General Hospital

Ripley, WV

Director of Marketing/Communications/Development

July 2006-January 2015

Responsibilities: Public Relations, Marketing, Community Outreach, Development, Website Content Management, Graphic Design, Print/Radio/TV Advertising, Fundraisers, Capital Campaigns, Grant Writing, Foundation Meetings

Roane Jackson Technical Center

Ripley, WV

Certification Officer/Executive Assistant/Public Relations

September 2002-July 2006

Responsibilities: New & Renewed Teacher Applications, LPN School Entry Packets, School Inventory/Assets Controller, Public Relations, Fundraisers, Grant Writer, Graphic Designer, Work Study Supervisor, Adult Education Evening Instructor, Curriculum Development & Updates

Areas of Expertise

Written, Verbal, Interpersonal Skills	Organizational Skills & Time Management	Collaboration & Team Building
Creative & Eager to Learn	Leading by Example	Exceeding Expectations

Education

Liberty University; Lynchburg VA

Enrolled in Online Doctoral Program

Estimated Completion December 2025

Mountain State University; Beckley WV

M.S. Strategic Leadership 2005

Wheeling-Jesuit University; Wheeling, WV

B.A. Organizational Leadership & Development
December 1999

Certifications: NC Real Estate Broker License, Just-in-Time Project Management, Google Analytics, Golf Tournament Planning Specialist