

TAYLOR RAMBO

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EXPERIENCE MAJOR GIFTS AND CAMPAIGN MANAGER, Arena Stage

August 2019-Present, Washington, DC

- I support Arena Stage's capital campaign by engaging and stewarding patrons to invest in the provocative, exhilarating theater and groundbreaking educational programs for all ages that Arena provides to nearly 300,000 audience members and 20,000 young people each year.

MANAGING DIRECTOR, The American Pops Orchestra

March 2019-August 2019, Washington, DC

- Inaugural managing director for a 4-year-old non-profit with a budget under \$500,000
- Managed external relations for the organization, including the organization's box office, fundraising efforts (individual, corporate and foundation donor relations), and partnerships development
- Spearheaded implementation of organization's first database and assisted in brand development

DEVELOPMENT ASSOCIATE, The Washington Ballet

April 2017-February 2019, Washington, DC

- Developed technology, integrations and procedures for a team of 10 as the primary administrator of the Patron Manager (Salesforce) donor/ticketing database
- Managed the 84-member young professionals affinity group (*Jeté Society*), including communications, special events, and performance gathering coordination
- Supported donor cultivation efforts for a nearly \$5M fundraising program through administration of the donor acknowledgement process, event support, and donor stewardship
- Managed development reporting mechanisms for finance, responding to finance inquiries related to the donor database, incoming gifts/pledges, audit reconciliation, and financial tracking

EXECUTIVE AND OPERATIONS ASSOCIATE, Association of Performing Arts Presenters

April 2016-April 2017, Washington, DC

- Managed donations processing and tracking in our CRM for 90 board members and board alumni
- Developed CRM to provide donations reporting, built advanced queries and developed automatic email donation acknowledgement letters
- Managed 60-90 VIP conference registrations, on-site registration volunteers and supported multiple special events at the annual conference each year
- Supported the board of directors through various hospitality and administrative tasks

OFFICE ADMINISTRATION SUPPORT, Association of Performing Arts Presenters

September 2015-March 2016, Washington, DC

- Provided regular customer service to current/prospective members
- Supervised a team of 12+ volunteers providing conference registration support
- Presented student-focused sessions at the APAP|NYC 2016 conference to fulfill prior internship work

VOLUNTEER / 2019: **Steering Committee Member**, Emerging Arts Leaders DC

OTHER EXPERIENCE 2018: **Production Assistant**, Nouveau Productions (*Contract work*)

2017: **Manager of Music and Operations**, *La-Ti-Do (Musical Theatre Cabaret)*

2016: **Production Assistant**, *Helen Hayes Awards, Hispanic Heritage Awards*

EDUCATION KENNESAW STATE UNIVERSITY

Master of Business Administration (M.B.A.) Candidate, *anticipated Spring 2021*

UNIVERSITY OF MIAMI FROST SCHOOL OF MUSIC

M.A., Arts Presenting and Live Entertainment Management

B.M., Music Business and Entertainment Industries, Marketing Minor

SKILLS Fundraising, Artist Management, Production Management, Volunteer Coordination, Graphic Design, Database Development, Financial Reporting, Office Logistics, Customer Service