Emily Manck White

linkedin.com/in/emilymanckwhite

emilymanckwhite@gmail.com

(903) 918-1922

5800 Woodway Drive, No. 424
Houston, TX 77057

Profile

Dedicated & detail-oriented professional with over ten years of experience in volunteer management, non-profit events, communications, and creative services across multiple industries

Education

Bachelor of Arts
Drury University, Springfield MO
Class of 2009
Advertising & Public Relations
Special Program in Visual Communication
Magna Cum Laude

Texas Academy of Mathematics and Science, Denton TX
Class of 2005

Volunteer Work

Graphic Designer, GiggleIT
Int'l Association of School Librarians, 2009 - present

Creative & Service Support, Strake Jesuit College Preparatory
Lacrosse program, 2012 - present
Student Events & House System, 2017-present

Recent Experience

Theatre Under The Stars *Houston, TX* — Jul. 2018 – present

Manager - Donor Engagement, Development *Nov. '19 - present*
Coordinator - Events and Volunteers, Development *Jul. '18 – Oct. '19*

- Serving as **lead liaison** for the Leading Ladies **volunteer group**, including **growth and development of membership and engagement**
- Strategizing, planning, and implementing **fundraising, cultivation, and stewardship events** for patrons, sponsors, and volunteers
- Managing expenses for Leading Ladies and cultivation events
- Providing resources and support for Development Officers, including prospect research, stewardship planning, and benefit fulfillment

San José Clinic *Houston, TX* — Sep. 2013 – Jun. 2018
a ministry of the Archdiocese of Galveston-Houston

Senior Design & Communication Specialist, Development *Oct. '17 - Jun. '18*
Communication & Graphics Design Specialist, Development *Sep. '13 - Sep. '17*

- Collaborated closely with Special Events Manager to create **event planning processes and day-of-event logistics and implementation for fundraising, stewardship, and patient events**
- Wrote, designed, and produced all organization digital and print collateral
- Created and implemented communications calendar
- Planned, strategized, and orchestrated annual donor campaign

Biotics Research *Rosenberg, TX* — Feb. 2010 – Sep. 2013
Graphic Designer: Served as sole graphic designer for nation-wide corporation including designing all advertising, promotional and educational pieces; maintaining the corporate website and blog; managing and promoting social media

Network Outfitters *Houston, TX* — Jun. 2009 – Jan. 2010
Creative Director: Rebranded company and created all company collateral and sales materials; designed and built corporate website; managed all print, signage, and apparel production for company

Expertise

Event and Campaign Logistics, Planning, and Strategy
Volunteer Coordination & Engagement
Project Management & Process Design
Graphic Design & Digital Illustration
Public Relations & Marketing
Portfolio available at: emanckwhite.carbonmade.com

Skills

Microsoft Office Suite
Adobe: **Illustrator, InDesign, Photoshop, Dreamweaver**
Blackbaud: **Raiser's Edge, NetCommunity**
Google: **Analytics, Alerts, SketchUp, Forms, Drive**
Tessitura Donor Management
Formstack