

ADDISON DOVER

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Communications Professional and Nonprofit Development Graduate Student

Salt Lake City, UT



SUMMARY

Highly motivated and creative professional well-equipped to drive critical revenue within a nonprofit setting through strategic communication. My expertise includes managing grant programs, developing social media campaigns, content creation, written and verbal communication, and fostering relationships with donors at various levels. Coupled with my collaborative spirit, event planning skills, and passion for informal education, I am prepared to contribute to a Nonprofit's Philanthropy Department and their mission.

EDUCATION

M.S. Nonprofit Administration Emphasis in Development

Master's Degree in Nonprofit Administration
Louisiana State University
August 2023 – August 2024

B.S. Strategic Organizational Communication Emphasis in Journalism

Bachelor's Degree in Strategic Organizational
Communication
Brigham Young University - Idaho
July 2018 – December 2021

VOLUNTEER EXPERIENCE

Education and Operations Intern

Utah Museum of Contemporary Art | Summer 2023

- Developed projects and executed Family Art Saturdays
- Collaborated with various UMOCA Education Interns to incorporate new artists into projects accessible to all members of visiting families
- Set up and took down art materials in the UMOCA Education Studio
- Assisted in the execution of the UMOCA Annual Gala through strategic preparation and mission driven operations

Operations Volunteer

American Alliance of Museums | Summer 2023

- Assisted in the operations of the American Alliance of Museums Annual Event in Denver, CO.
- Checked-in various professionals and provided direction and instruction for events.
- Set up and took down the Professional Networking event at the Children's Museum of Denver at Marsico Campus.

PROFESSIONAL EXPERIENCE

Public Relations and Social Media Manager

Discovery Gateway Children's Museum | November 2023 - Present

- Craft press releases, manage TV segments, and execute social media campaigns to boost the children's museum's visibility and engagement.
- Develop innovative programs like the Children's Council and train staff on messaging consistency to enhance community involvement and promote the museum's mission.
- Coordinate public appearances for the CEO, ensuring effective communication of the museum's objectives to the public and stakeholders.

Education Manager - Field Trips

Discovery Gateway Children's Museum | August 2022 - November 2023

- Management of the ISEE grant; tracking spending, stipulations, and end of fiscal year reports
- Manage employees; 1:1 meetings, 30, 60, 90 day evaluations
- Museum operations: field trips, student workshops, opening and closing the museum, museum procedure, etc.
- Delivering educational programs to up to 100 students

Social Media Strategist

Kidd's Kids Organization | January 2021 - Current

- Developed, created content, and executed Kidd's Kids 30 year social media promotion campaign.
- Monitored Instagram and Facebook analytics to determine best strategies to drive traffic to the organization's webpage.
- Promote the organization's message and donor involvement through LinkedIn.
- Utilize the organization's media library for social media content.