

Sarah Krenicki

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EXPERIENCE

Development Operations Associate

Copake, NY

Camphill Village Copake

Feb 2017 — Present

- Manages all aspects of **Raiser's Edge NXT** fundraising database including queries, reports, lists, gift entry, reconciliation with finance office, and dashboards,
- Developed and maintains organization **Raiser's Edge** data policy and procedure manual and data maintenance schedule,
- Leads multiple direct mail and phonathon appeals per year,
- Leads monthly donor program and payroll giving program,
- Coordinates sponsorships, donations, registrations, and external vendors for events,
- Assists development team with grant writing,
- Leads the information system requirements and integrations for Raiser's Edge, online/electronic giving, and matching gifts.

Administrative Assistant - Contracted through AppleOne

Albany, NY

Capital District Physicians' Health Plan (CDPHP)

Nov 2016 — Feb 2017

- Rewrote benefit denial templates to reflect changes in industry and federal standards of readability.

Marketing Assistant - Contracted through AppleOne

Albany, NY

Capital District Physicians' Health Plan (CDPHP)

Jun — Nov 2016

- Formatted and edited Medicare and Medicaid coverage documents to reflect changes in required federal and internal standards,
- Tracked multiple documents electronically through 4+ rounds of internal review,
- Coordinated changes in formulary content and design with freelance typesetter.

Marketing Assistant – Contracted through Kelly Services

Hartford, CT

Lincoln Financial Group

Nov 2014 — May 2016

- Formatted and edited multiple weekly editions of internal e-newsletter with a combined audience of over 3,000 insurance professionals.

EDUCATION

Rockefeller College of Public Affairs and Policy,

University at Albany, Albany, NY

Master of Public Administration, May 2023

Concentration in Nonprofit Management and Leadership

Green Mountain College, Poultney, VT

B.A. English | B.F.A Writing

Minor in Environmental Studies

Magna Cum Laude

SKILLS

- **The Raiser's Edge NXT**
 - Professional certification (2022)
 - Fundamentals certification (2017)
- Microsoft Office Suite
- Wix
- Square
- Google Docs
- SurveyMonkey
- Mailchimp
- Donorbox
- Stripe
- Blackbaud Merchant Services (BBMS)