

SARA SIEGEL

NONPROFIT ADMINISTRATOR

I have an extensive track record researching, designing, and implementing large-scale and innovative programming, launching new initiatives, engaging community members, building collaborative partnerships, and directing fundraising and celebratory events.

EXPERIENCE

Fine Arts Work Center

2021 - Present

Summer Program Manager

- Oversee programming for virtual and on-site writing and visual arts workshops and independent residencies, including collaborating with faculty, promoting courses, overseeing registration, coordinating housing, and evaluating feedback
- Plan 2022 Summer Program season including developing Art as Activism for young adults and Critique Week professional development for rising artists
- Facilitate staff Accessibility, Diversity, Equity, and Inclusion learning community

Snow Farm

2020 - 2021

Temporary Project Associate

- Researched and developed white paper for pilot offering of online craft workshops
- Recruited artists and managed volunteers for Seconds Sale craft fair fundraiser
- Researched and contracted new artists to lead 40+ workshops for 2021 and 2022 season

Mass Poetry

2015 - 2019

Program Director

Planned and produced programming including:

- **STUDENTS AND TEACHERS:** Partnered with dozens of schools and poets statewide to host 2+ Field Trip and 21+ In-School Student Day of Poetry Festivals for 4,500+ students annually; developed long-term Poet in Residence placements; managed annual Professional Development seminar
- **EVENTS:** Assisted in directing the nation's second largest poetry festival for 1,000 attendees over a long weekend and the fundraiser Evening of Inspired Leaders for 500+ attendees
- **CREATIVE PLACEMAKING:** Directed public art initiatives including Poetry on the T; Raining Poetry installations throughout Boston; and writing-generative workshops in the Museum of Fine Arts for 350+ attendees

CONTACT

(646) 753-0534

sara.r.siegel@gmail.com

www.sara-siegel.com

EDUCATION

2012

University of Vermont

Master of Public Administration

2006

Washington University in St. Louis

Bachelor of Arts with Honors

COMMUNITY BUILDING

CURRENT

- *Boston in 100 Words* - advisory board member
- *Mister Bismuth* - write for and perform in sketch comedy group

FORMER

- *Somerville Democrats* - strategic planning and data management
- *Harvard Book Store* - virtual events host
- *Young Nonprofit Professionals Network* - Programming and Events Ambassador
- *Tutoring Plus* - mentored a student from 10th - 12th grade
- *Bow Market* - landscape analysis for online engagement
- *Willing Workers on Organic Farms* - Israel and France

SARA SIEGEL

NONPROFIT ADMINISTRATOR

School Year Abroad

2013 - 2015

Development and Alumni Relations Associate

- Developed and implemented Young Alumni programs including Annual Fund Competition and regional Young Alumni Meet Ups
- Produced 50th Anniversary celebration and annual regional events
- Vetted prospects and created calendars of touchpoints for individual donors, building pipelines of continued support

Vermont Children's Trust Foundation

2010 - 2012

Project Coordinator

- Managed two-weekends-long Polar Express fundraiser for 3,600+ visitors and Art of Giving silent auction featuring local artists
- Secured major donors, foundations, and local organizations for event sponsorship and Annual Fund support

SKILLSET

- Microsoft Office
- Google Suite
- Constant Contact
- MailChimp
- SquareSpace
- WordPress
- Sched
- Raiser's Edge
- Little Green Light
- Public Speaking
- Proficient in French