

SARA SIEGEL

NONPROFIT ADMINISTRATOR

Envision and implement engaging programming for broad audiences. Adept at creating mutually beneficial partnerships with individuals and organizations. Innovative in devising solutions to problems. Known for setting colleagues up for success.

SKILLS

- Systems thinking
- Forecasting needs
- Recognizing opportunities
- Facilitating workshops
- Managing volunteers
- Identifying best practices
- Bringing a fresh perspective
- Public speaking
- Microsoft Office
- Google Suite
- Constant Contact
- MailChimp
- SquareSpace
- WordPress
- Raiser's Edge/Little Green Light
- Proficient in French

WORK EXPERIENCE

Fine Arts Work Center

SUMMER PROGRAM MANAGER

Provincetown, MA
2021 - Present

Build summer program of visual arts and creative writing workshops, collaborating with faculty, creating local partnerships, and ensuring student satisfaction.

- Secure and manage faculty to lead week-long workshops, gathering materials and instituting community guidelines.
- Develop partnerships with food vendors, inns and B&Bs, and cultural organizations in support of enriched summer program.
- Administration direction to tailor student experience from website sign up and workshop preparation, through onsite events and final evaluation.

Snow Farm

PROJECT ASSOCIATE

Williamsburg, MA
2020 - 2021

Developed key relationships by scheduling teaching artists, recruiting crafters, managing volunteers, and interviewing craft program administrators nationwide.

- 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 seasons.

Mass Poetry

PROGRAM DIRECTOR

Boston, MA
2015 - 2019

Led organizational operations and managed a calendar of programming including youth arts education and community engagement activities.

- Directed public art initiatives Writing in the Galleries at the Museum of Fine Arts, Poetry on the T, and Raining Poetry installations.
- Partnered with schools and poets statewide to host Student Day of Poetry Festivals for 4,500+ students annually and developed long-term Poet in Residence placements.
- Assisted in directing the nation's second largest poetry festival for 1,000 attendees over a long weekend and fundraiser Evening of Inspired Leaders for 500+ attendees.

School Year Abroad

DEVELOPMENT AND ALUMNI RELATIONS ASSOCIATE

North Andover, MA

2013 - 2015

Strengthened young alumni engagement and supported development events and individual donor giving.

- Developed and implemented Young Alumni Annual Fund Competition and Regional 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

PROJECT COORDINATOR

Burlington, VT

2010 - 2012

Engaged community members for in-kind donations and sponsorship, and featured local artists in support of grantmaking for youth organizations.

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

EDUCATION

University of Vermont

MASTER OF PUBLIC ADMINISTRATION

2012

Burlington, VT

Washington University in St. Louis

BACHELOR OF ARTS With Honors

2006

St. Louis, MO

COMMUNITY BUILDING

- Mister Bismuth - writer and performer in sketch comedy group 2014 - 2022
- Harvard Book Store - virtual events host 2021
- Boston in 100 Words - advisory board member 2018 - 2021
- Somerville Democrats - strategic planning and data management 2019 - 2020
- Bow Market - landscape analysis for online engagement at COVID onset 2020
- Young Nonprofit Professionals Network - Programming/ Events Ambassador 2015 - 2016
- Tutoring Plus - mentored a student from 10th - 12th grade 2014 - 2017
- Willing Workers on Organic Farms - Israel and France 2009 - 2010