

# andrea bichan

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## **Relevant Experience**

### **Development and Organizational Consultant**

**2020-Present**

- Work with organizations with wide-ranging budgetary and development needs to grow and diversify their funding and maintain organizational growth.
- Work across time zones and geographies to support organizations across the country.
- Prospect, write, edit, and submit LOIs, proposals, and reports for foundation, federal and local government, and corporate funding.
- Successfully transitioned clients onto new donor databases and installed lasting development infrastructure and systems for clients, including donor data organization, grants tracking, prospective funder pipelines, major donor pipelines, and acknowledgment processes.
- Develop and write general nonprofit communications tools, including annual reports, newsletter templates, and direct donation campaigns.
- Former and current clients include: Charm City Care Connection, Drug Policy Alliance, Everybody Solar, Exhale to Inhale, Hepatitis Education Project, Humboldt Area Center for Harm Reduction (HACHR), New Jersey Harm Reduction Coalition, Pacific Center for Human Growth, Southside Harm Reduction Services Upwardly Global, UTEC.

### **Documented, New York, NY**

**2021-2023**

#### **Development Director**

- Manage all development activities and strategy for New York City's only nonprofit newsroom centering local immigrant communities, with a \$2M annual budget.
- Grew budget from <\$1M to \$1.9M in 12 months, established the organization's first reserve fund, and grew the full-time team from 5 employees to 14.
- Manage institutional giving, major gifts, events, and digital direct campaigns.
- Supervise and execute board development program, doubling board size with industry leaders.
- Have a proven track record of securing five-and-six figure institutional and major gifts.
- Build an annual development plan, including the creation of the organization's first major donor program. Establish systems and organizational processes.

### **Immigrant Justice Corps, New York, NY**

**2020**

#### **Development Director**

- Designed and executed all development activities and strategy for national legal services provider and fellowship program with an \$8.5M annual budget.
- Managed institutional giving, government funding, major gifts, and digital direct campaigns. Secured renewals from 100% of funding partners amid the COVID-19 crisis, expanded contracts with the City of New York, and added three new funders.
- Supervised Board of Directors' Development Committee and Governance Committee and planned Board expansion from six to ten members. Lead educational programming for the Board on fundraising.
- Built an annual development plan, including the creation of the organization's first major donor program.
- Managed all donor communications materials, including annual reports, and an additional donor-facing report on IJC's work in New York's Hudson Valley region.

**Voices of Community Activists and Leaders (VOCAL-NY), Brooklyn, NY****2016-2020****Communications and Development Director**

- Developed and executed all development and communication activities and strategy for a community-based grassroots advocacy organization and harm reduction services provider with \$2.8M annual budget.
- Managed institutional giving, government funding, major gifts, grassroots donation campaigns, membership dues programming, and digital direct campaigns.
- Grew organizational budget by 55% in 3 years, attracting over 12 new institutional funders.
- Coordinated VOCAL-NY's annual gala and other special events.
- Created communications materials, including the organization's first annual report.
- Wrote communications materials, including op-eds, press statements, and testimonies for public hearings.
- Acted as liaison with local, state, and national media; place stories and op-eds. Generated over 200 earned media hits per year (300% increase over 3 years), including *The Nation*, *the New York Times*, and *POLITICO*.
- Grew email list by 100% in first 12 months.

**Equal Justice USA, Brooklyn, NY****2013-2016****Development Coordinator**

- Managed, designed and executed all direct mail and digital campaigns.
- Created and managed all-volunteer Associate Board of young professionals.
- Wrote and edited grant proposals, LOIs and reports to support a \$1.6M budget. Managed grants calendar.
- Conducted research on donors, foundations and special prospects. Maintained all donor tracking and data.

**Education: Ithaca College, Ithaca, NY**

Bachelor of Arts, Journalism

Bachelor of Arts, Philosophy

**Skills**

ActBlue, ActionNetwork, Active Campaign, Adobe, Asana, BlueLena, Canva, Classy, ClickUp, DonorPro, e-Tapestry, InDesign, Lightroom, MailChimp, MS Office, Network for Good, Photoshop, PowerBase, Raiser's Edge, Salesforce, Salsa, SugarCRM, Trello