

Paige Davis

Metairie 70003, United States 504-565-8277
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Education

5/2024 - current

Master of Nonprofit Administration Candidate
Louisiana State University - Shreveport

12/2023

Nonprofit Management | Certificate
Loyola University of New Orleans

06/2020 – 12/2022

Sociology | Bachelor's
LSU

08/2008 – 12/2010

Human Services | Associate's
Brewton-Parker College

Work Experience

10/2024 – PRESENT NEW ORLEANS, LA

Assistant Director of Regional Development
Volunteers of America

The Assistant Director of Regional Development plays a pivotal role in increasing the membership base and fundraising efforts from both corporate and individual members and sponsors across the 16 Parish Region. Focusing on face-to-face engagement, awareness events, and direct solicitations to foster community involvement and support for the mission of Volunteers of America Southeast Louisiana.

Create and execute plans to expand membership and sponsorships. Build and maintain relationships with potential members and sponsors. Develop proposals and presentations to secure commitments. Oversee timely acknowledgment of donations and sponsorships. Promote VOASELA's mission through community events and presentations. Conduct direct solicitations through meetings, calls, and written communications. Collaborate with Marketing to create promotional materials. Monitor and report on membership and sponsorship metrics. Represent VOASELA at community and networking events. Work with Marketing and Community Outreach teams to implement PR strategies and meet financial goals.

04/2023 – 10/2024 CHALMETTE, LA

Director of Development
Nunez Community College

Work closely with the Associate Vice Chancellor of Institutional Advancement and other executive team members to develop and organize advocacy and outreach events designed to strengthen partnerships that enhance and advance fundraising efforts. These events include the annual gala, scholarship events, advocacy sessions, etc. Monitor and approve all Foundation expenses and submit annual reports and documents required by state agencies. Maintain official records and documents and ensure compliance with federal and state regulations while also working in partnership with the College's fiscal affairs and student affairs offices to award scholarships and fund programmatic initiatives.

Establish and maintain relationships with other community groups and foundations of two-year and four-year institutions of higher learning (cont.) and utilizes those relationships to strategically enhance the Foundation's mission.

Work closely with community partners to cultivate partnerships and donor relationships.

Oversee Foundation scholarship applications, review process, and distribution.

Assists Director of Marketing in coordination of mailings, advancement related marketing materials and correspondences.

Assists in the development of programs and events for all targeted constituencies including all Corporate & Foundation Relations, Alumni Relations, Development and other departments throughout the school.

10/2022 – 04/2023 METAIRIE, LA

Advancement Coordinator
St. Martin's Episcopal School

Work closely with the Director of Development and Director of Marketing. Responsible for overall administrative support of alumni programming, annual giving, fundraising related events, and development initiatives for the school. Data management using Google Suite, OneCause, Blackbaud to create, plan and implement events. Assists Director of Marketing in coordination of mailings and correspondences; create school year calendar and lead quarterly Calendar Committee meetings; and other administrative duties as determined by the

directors. Assists in the development of programs for all targeted constituencies including all Parent Organizations, Corporate & Foundation Relations, Alumni Relations, Development and other departments throughout the school.

06/2022 – 10/2022 METAIRIE, UNITED STATES

Administrative Assistant to the Head of School

St. Martin's Episcopal School

Write and distribute communication to staff and parents on behalf of the Head of School. Complete and supervise annual accreditation of the school. Plan events for full staff/faculty events including all faculty engagement opportunities.

01/2022 – 12/2022 METAIRIE, LA

Co-Director of Programming and Scheduling for St. Martin's Summer Day Camp

St. Martin's Episcopal School

Collaborate with the Director in all camp planning for 240 campers and 120 staff members. Create calendars and programming for all camp related events. Schedule and coordinate vendors, field trips, and all on campus events. Create and send all parent communications including weekly informational emails and behavioral updates as needed.

06/2020 – 06/2022 METAIRIE, UNITED STATES

Middle School Administrative Assistant

St. Martin's Episcopal School

Produced internal and external communications to facilitate dialogue between administration, faculty, and families. Designed and produced collateral for varying occasions, i.e. flyers, postcards, certificates. Supported school leaders with logistical concerns such as scheduling, class coverage, and other needs. Acted as primary liaison between students, teachers, and parents. Maintained middle school website.

08/2019 – 05/2020 NEW ORLEANS, UNITED STATES

Attendance Monitor & Receptionist EQA Schools

Securely checked students and visitors in and out of the building. Answered and directed phone calls and correspondences. Managed and ordered inventory.

Skills

– PLANNING

Event Planning
Logistics Coordination
Fundraising
Grant Review and Writing

– TECH

MS-Suite
G-Suite
Social Media Management
CRM Management
Blackbaud - Raiser's Edge

– CULTURE

Restorative Justice
Hospitality & Networking

Volunteering & Membership

8/2023 - PRESENT

PFLAG - New Orleans Board Member

2023 Alumna

Greater New Orleans Foundation:
Emerging Philanthropists of New Orleans
Human Rights & Justice Cohort

01/2011 – 06/2011 THESSALONIKI, GREECE

English Teacher to Refugees
IMB

References

504-382-2090

Katherine Lemoine
Nunez Community College
Vice Chancellor of Institutional Advancement

504-473-3870

Amber Zu-Johnson
New Orleans Public Schools
Assistant Director of Enrollment

504-715-5036

Chelsea Creel
DePaul Health Systems
Director of Marketing and Communications