

**DAVID CRAIG WILLIAMS**

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**Education** Fairleigh Dickinson University BA English/Journalism  
Appointed Member of Phi Omega Epsilon Academic Honors Society

**Related Experience**

- 7/23–present President, Retrieving Roadie, LLC, Waldport, OR  
Screenwriter and Executive Producer for animated short film *Retrieving Roadie*.
- 2/05–9/22 President, Projoin Network, LLC, Waldport, OR  
Provided prospect research and development consulting services to nonprofits.
- 8/08–5/16 Director of Prospect Research and Management, Samaritan Health Services (SHS), Corvallis, OR  
Served as the first Director of Prospect Research and Management for SHS. Identified, qualified and researched donors and prospective donors for a five-hospital foundation system. Assisted fundraisers in surpassing annual fundraising goals for seven straight years. Supported fundraisers in developing appropriate cultivation, solicitation and stewardship strategies. Led prospect review sessions. Performed grant research. Produced briefing documents for prospect meetings and cultivation events. Developed and implemented prospect management and tracking policies. Built prospect pipeline. Developed and maintained gift tables, fundraiser action reports, proposals reports and accountability grids. Initiated and maintained daily patient census screening program.
- 7/05–2/06; 2/07–8/08 Director of Development Research, Linfield College, McMinnville, OR  
Responsibilities included performing biographical and financial research and analysis on prospects and preparing detailed prospect profiles. Developed and implemented the school's first prospect rating system and prospect management system. Created and maintained the campaign table of gifts.
- 2/06–2/07 Interim Director of Advancement Services  
Responsible for College Relations web presence. Management responsibilities included overseeing prospect database, gift processing and stewardship areas. Conducted reviews of development-related software and prospect screening products.
- 10/03–1/05 Executive Director, Daly Hospital Foundation and Marketing Director, Marcus Daly Memorial Hospital, Hamilton, MT  
Responsibilities included foundation campaign planning and fundraising; prospect research; grant research and grant writing; foundation policy writing; marketing planning and budgeting; vendor relations; website development; community relations; newsletter production; advertising production (radio and print); department management and event planning. Served on the following hospital committees: oncology, employee relations and senior management. Served on the following foundation committees: investment, fundraising and policy review. Represented the hospital as a member of the Bitterroot Valley Chamber of Commerce Marketing Committee and the Trapper Creek Job Corps Community Relations Council.
- Accomplishments included establishing and expanding the hospital's first marketing department; connecting physicians to the public through a successful series of educational programs; unveiling a new hospital website; establishing foundation policies; providing foundation board education; selecting and installing a donor database system; researching/compiling a qualified prospect list; launching a sports rehab clinic; creating a new hospital logo design and theme; creating the hospital's first internal newsletter and preparing grant proposals that resulted in awards totaling \$42,000.

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p. 2

- 4/00–8/03     Strategic Analyst, Research Department, Office of Development, Dartmouth College, Hanover, NH  
Performed biographical and financial research and analysis on prospects and prepared detailed prospect profiles. Carried out detailed demographic analysis by region, industry and class year. Served as research liaison to the Parents Fund, Dartmouth Medical School and Dartmouth-Hitchcock Medical Center. As sole parent researcher in 2001, assisted Fund in generating a 30% increase in parent giving over previous year. Conducted periodic reviews of prospect screening software products and served as vendor contact and systems administrator. Documents editor in Research and Communications offices. Worked in Stewardship Office, writing and editing presidential donor acknowledgments. Committee participation included systems marketing, prospect management, file conversion, office relocation, entertainment committee and employee communications/intranet.
- 10/84–11/99     Vice President and Owner, Audit Security Bags Inc., West Lebanon, NH  
Pioneered sales, marketing and production of a tamper-evident security bag. Responsibilities included sales and production management; employee training programs; product development; business planning; finance; human resources; purchasing; marketing and advertising. Marketing duties included: market research, catalog and advertising copy writing, design and production, trade show selection and promotion, website development, mailing list management and production of customer service training materials. Showcased company at over 125 national and regional trade shows. Launched manufacturing operation in 1992 and grew the company to ~\$5 million in annual revenue and 47 employees prior to being acquired in 1999. In 1995, Audit Security Bags Inc. received the National American Legion Award for Small Business.
- 10/84–11/87     President and Owner, Newstaff, Martinsville, NJ  
Performed copy writing, technical writing, editorial and printing services for AT&T, BellSouth, Mosler/Toshiba and Macy's Department Stores. Projects included writing, designing and producing newsletters, business forms and training and promotional materials.
- 3/84–5/87     Alumni Research Consultant, New York Rangers, New York, NY  
Researched, authored and compiled the New York Rangers Alumni Directory, which served as the foundation for the New York Rangers Alumni Association and as a primary reference for New York Rangers: 75 Years, a book written to mark the team's 75<sup>th</sup> anniversary.
- Comments**     Have enjoyed success in all employment experiences. Possess solid leadership skills, excellent communication skills and a firm understanding of annual reports, SEC filings and financial markets. A proficient end-user of Final Draft, Raiser's Edge, Datatel Benefactor, SunGard BSR Advance, FileMaker, Access, Photoshop, Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) as well as LexisNexis for Development Professionals, ResearchPoint, Kintera/P!N, WealthPoint OnTime, Wealth Engine and iWave prospect screening tools.
- Past member of the Association of Professional Researchers for Advancement (APRA-NW) and Willamette Valley Development Officers (WVDO).