

## Contact

843.206.5786

madison.n.wakefield@gmail.com

mnwakefield.com

## Education

### Clemson University

MBA Candidate, December 2022

B.A. in Performing Arts- Theatre

Minor in Nonprofit Leadership,

Class of 2020

## Skills

Communication

Innovation

Grant Writing

Donor Engagement

Adobe Creative Suites

Microsoft Office

Project Management

Marketing and Social Media

Lighting Design

ETC Family Consoles

Lightwright 6

American Sign Language

## References

### Matt Leckenbusch

Clemson University

Director of Theatre

mlecken@clemson.edu

(856) 305 - .3552

### Sarah Edison

Clemson University

Director of Operations

edison@clemson.edu

(864) 656 - 1478

**Additional references are available upon request.**

# Madison Wakefield

## Experience

### Development Coordinator / Brooks Center for the Performing Arts

August 2021 - Present, Clemson, SC

- Serve as managing editor for *Expression*, the Brooks Center for the Performing Arts' donor magazine.
- Create content for the organization's social media.
- Organize stewardship events for donors.
- Develop new partnerships with local businesses.
- Establish a business sponsorship package which conveyed business analytics and sponsorship benefits.

### Development Intern / Carolina Youth Development Center

July 2020 - November 2020, Charleston, SC; remote

- Assisted with maintaining, updating and entering data in the organization's donor database, Raiser's Edge.
- Supported in the planning and execution of major fundraising events and campaigns.
- Designed the commemorative seal for the organization's 230th anniversary.

### President / MBA Student Association

February 2022- Present, Clemson, SC

- Served as liaison between Association and the University.
- Represented the student body of the MBA and all of its cohorts.
- Sought out professional development and networking opportunities for MBA students.

### VP of Fundraising / MBA Student Association

July 2021- February 2022, Clemson, SC

- Coordinated fundraising events to increase revenue.
- Managed orders between students for MBA merchandise.

### Editor-in-Chief / The Chronicle Magazine

2018 - 2020, Clemson, SC

- Led and trained a staff of twenty to create a high quality arts publication that biannually showcased artistic talents of Clemson students.
- Served as liaison to the organization and vendors.
- Created budget and wrote grants to maintain financial solvency.
- Supervised overall production of the publication, distributing up to 2,000 magazines to the student body for four issues.

## Grants

### Clemson Players / Awarded \$7,937 (FY 19-20)

Proposed and received travel grant from Clemson Student Funding Board for students attending the International Theatre Festival at the American University of Sharjah, UAE.

### The Chronicle Magazine / Awarded \$8,030 (FY 19-20)

**\$11,600 (FY 20-21)**

Proposed and received allocation from Clemson Student Funding Board for operations through our 2019-20 and 2020-21 fiscal year.