

203 307 0052

## CAITLIN E DONOHUE

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### EXPERIENCE

*Jim Himes for Congress – Finance Director*

*Nov 2011-present*

- Manage fundraising operation for successful Congressional re-election campaign raising over \$3 million to achieve 2012 re-election strategy
- Develop overall cycle and quarterly fundraising plans encompassing:
  - Events in Connecticut, New York City and Boston raising on average \$30k each
  - Call time organization, implementation and maximization raising average of \$50k per quarter
  - Email plan, including composition of solicit and non-solicit, raising over \$300,000 in cycle
  - Target mail plan to maintain and develop relationships with donors and raise \$100,000 in cycle
  - Identify and target prospective donors using prior contributions history, occupation, and interests
- Manage finance assistant and intern responsibilities to develop skills and efficiently enhance campaign
- Oversee all accounting, expenses, FEC and legal compliance for campaign committee

*Washington DC office of Rep. Jim Himes – Executive Assistant*

*Nov 2008- Nov 2011*

- Oversaw transition as Member-Elect: organizing staff interviews and candidate schedule in DC and CT
- Developed scheduling procedure and programming to maintain Congressional schedule in DC and CT
- Responsible for implementation of Congressional schedule in both DC and CT
- Responded to all incoming requests for meetings and events in both DC and CT
- Created system to organize and report data on Congressional activities by type, town, and date
- Assisted Congressman with personal affairs, correspondence, and personal/official travel arrangements

*Offices of Rep. Chris Murphy – Office Manager*

*Jan 2007 - Nov 2008*

- Managed and organized campaign headquarters, assisted Campaign Manager, coordinated out-of-district volunteers, responded to all incoming letters, emails, surveys and phone calls (*August - Nov 2008*)
- Staff Assistant in Congressional District office assisting congressional staffers with constituent correspondence, casework, district work period scheduling and press conferences (*June 2007-Aug 2008*)
- Washington DC intern – began week after swearing-in to help staff organize freshman member's office, develop constituent mail program, answer phones, and lead tours of the Capitol (*Jan-June 2007*)

### SKILLS

- Technical: Proficient in Microsoft Word, Excel, PowerPoint and Publisher; Photoshop; IQ Intranet Quorum; Voter Activation Network (VAN); NGP
- Personal: Strong research and organizational skills, aptitude for planning and implementing events. Works well under-pressure, easily multi-tasks, and proactively takes initiative.

### EDUCATION

*University of Connecticut, Storrs, CT*

*Sept 2004-May 2008*

- Bachelor of Arts in Journalism and History (double major)- College of Liberal Arts & Sciences '08
- Cumulative GPA 3.4 / 4.0 – Dean's List Fall 2007, Spring 2008

### ACTIVITIES

*Connecticut State Society of Washington DC*

*Jan 2007-present*

- Plan and organize annual Holiday party, Gold Cup picnic and other events as needed
- Work with President and Board Members to develop fundraising strategy and solicit member dues

Salary range - 3kl month for Himes