

ARIELLE CREPS

CONTACT

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www.aecreps.com
(517) 505-7550

EDUCATION

Michigan State University
B.A. in Art History,
Specialization in
Museum Studies
August 2015

SKILLS

Adobe Acrobat
Adobe InDesign
Adobe Photoshop
G Suite
Hootsuite
MailChimp
Microsoft Office Suite
Raiser's Edge
Salesforce
SurveyMonkey
Weebly
WordPress

EXPERIENCE

ArtPrize Grand Rapids

Development Coordinator
April 2019-November 2020

- Identified, cultivated and developed strategic relationships with entry level sponsors including RDV Corporation, Blue Cross Blue Shield of Michigan, McGarry Bair and more.
- Assisted with top tier sponsors including Haworth, Wolverine Worldwide, Honda, X-Rite Pantone, and more in all-aspects of partnership from sponsorship proposal to execution of deliverables.
- Prepared and managed sponsorship agreements. Implemented document management system to ensure accurate and accessible record keeping.
- Led the transition from Salesforce to Raiser's Edge, configuring and maintaining constituent data.
- Crafted successful grant and foundation applications including the Michigan Council for Arts and Cultural Affairs, Jandernoa Foundation, and DeVos Family Foundations securing \$407,500 in funds.
- Within the first 4 months, independently secured \$90,500 in sponsorship revenue.

Seasonal Development Associate

June 2016-October 2016

- Researched potential foundations, grants, and individual for solicitation.
- Crafted the Individual Giving monthly newsletters and other membership materials.
- Independently wrote grants including a request of funds from the Andy Warhol Foundation and the Herbert & Grace Dow Foundation. Wrote collaboratively on NEA Art Works, NEA Our Town, and the KaBOOM! Play Everywhere grant.
- Produced a training manual for development interns and seasonal staff.

Potter Park Zoo

Volunteer Coordinator & Events Associate

August 2017 – February 2019

- Redefined the volunteer culture within the zoo community by actively recognizing and supporting volunteers' hard work and generosity—identifying each individual as an integral part of the organization's success.
- Further developed the Volunteer Program to better engage and sustain volunteers, making success and appreciation a top priority.
- Created the Zoo Ambassador Program, designed exclusively for volunteers interested in having a deeper level of commitment with the zoo, staff, and guests.
- Re-imagined the Adopt-A-Garden program into a sustainable part of the overall Volunteer Program.

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PROFESSIONAL SERVICE & MEMBERSHIPS

Michigan Council for Arts &
Cultural Affairs
Grant Reviewer
2020, 2018

Association of Fundraising
Professionals
Member
2020

Americans for the Arts
Member
2020

Women in Development, GR
Member
2019-present

Young Nonprofit
Professionals Network of
Grand Rapids
Member
2019-present

CERTIFICATES

Blackbaud Raiser's Edge
Fundamentals Certification
2019

EXPERIENCE

Lansing Art Gallery

Gallery Associate

May 2016-December 2017

- Supervised all aspects of gallery operations during weekends and select weekdays including gallery sales, interacting with customers and artists, and general upkeep.
- Researched arts institutions to partner with to distribute advertising materials and increase the gallery's visibility across the state.
- Executed direct mailings of materials to donors and members, as well as assisted in the creation of digital mailings
- Assisted with grant writing and other clerical tasks to directly support the Executive Director.

Arts Management Intern

January 2016-June 2016

- Analyzed past grant applications to implement improvements during the grant season.
- Worked directly with the Executive Director, engaged with other staff, volunteers, community, and gallery members to gain a greater understanding of the multiple facets of the gallery's administration.
- Connected with local arts leaders through community events.
- Attended meetings with the Executive Director allowing for networking opportunities as well as the growth of knowledge regarding other local arts organizations.
- Assisted in writing several grants including the MCACA Artist in Residency grant narrative partnering with Cole Academy and NEA ArtWorks.

Gallery Intern

May 2015-August 2016

- Aided in the design of promotional materials for exhibitions and created "Call for Artists" and "Call for Donors" materials.
- Facilitated the installation and de-installation of exhibitions.
- Exclusively assisted with the operation of the inaugural Project Pop-Up, a summer art series made possible through the support of the City of Lansing Sense of Place in the Arts grant program.