

KARA E. BRICKMAN

kara@karabrickman.com

Greater Boston, MA

617.875.7212

- Communications professional with extensive higher education, philanthropy and nonprofit background.
- Project Manager focused on strengthening collaboration between cross-functional teams.
- Writer versed in CMS options, social media platforms, WordPress, HTML, PHP, Adobe Photoshop and web development protocols.

EXPERIENCE

Digital Communications Consultant

Jan '09 - present

Interblogative

Boston, MA

- Oversee marketing communications to ensure continuity of message copy, structure, and visual elements.
- Writer with experience using software solutions to produce and distribute content. (WordPress, MailChimp, WebEx, Kickstarter, etc.)
- Content production: web copy, editing, blogs, SEO, events, email campaigns, webinars, Twitter, social media, and print collateral.

Dean

Mar '10 - present

The Awesome Foundation

Boston, MA

- Local operations: Drive events and award process for founding chapter of global citizen philanthropy network awarding two \$1,000 monthly "grants" in support of unconventional and innovative community projects. Administer funds comprised of \$100 gifts from 20+ trustees, run deliberation meetings, connect fellows to influencers and resources instrumental in project execution. Plan quarterly public events featuring winners in conjunction with community partners to maximize outreach.
- Global operations: Worked with web team on spec development and testing for custom Ruby-on-Rails submission system and public website. Admin of social media profiles and The Awesome Foundation Kickstarter.com curated page. Oversee expansion help desk system resulting in 80+ additional regional and topic based chapters in 18 countries with a collective donation total of \$820,000.
- Shape organization perception as spokesperson to print, radio and online media regarding the emerging micro-funding movement. Outlets include The Boston Globe, The Boston Phoenix, Entrepreneur.com, NPR and web based crowd sourced travel series produced by comedian and OWN Network show host, Zach Anner.

Interim Marketing Communications Manager

Aug '08 – Dec '08

Northeastern University, Graduate School Of Business Administration

Boston, MA

- Oversaw and executed online marketing communications schedule. Wrote email campaigns, ran webinars, updated website and edited collateral. Compiled data for BusinessWeek, U.S. News, and Financial Times rankings.

Operations Manager

May '03 - Mar '08

Brickman Consulting

Boston, MA

- Managing director for family wood floor contracting and consulting firm founded in 1982. Pursued new markets for products and services.
- Handled press inquiries and shoot preparations in association with Bob Vila productions.
- Produced e-mail campaigns, online content, promotional collateral. Staffed tradeshow booth. Directed file and financial system overhaul.

Client Project Manager

May '01 - May '03

Julie Morgenstern Enterprises

New York, NY

- Managed sales, screened clients and attended needs assessments for a professional organization consultancy of a best-selling author and media personality. Assigned organizers to client projects, oversaw progress of 20 subcontractors and resolved service issues. Implemented process for accurate invoicing and payroll. Identified organizer strengths, mentoring opportunities and helped with training coordination.
- Specialized in product scouting for print and TV media opportunities. Recruited makeover candidates and helped with project preparation.

Professional Organizer

Aug '00 - Apr '01

Freelance

New York, NY

- Worked with clients to overcome organization and efficiency challenges utilizing creative solutions and maximizing space usage.

Development Associate

May '99 - Jun '00

The Jewish Foundation for the Righteous

New York, NY

- Marketed fundraising programs and corporate sponsorship for \$1,000,000 Annual Dinner. Oversaw seating chart and listings for donor acknowledgement publication. Worked on direct mail campaigns. Managed database and set data entry standards.

Program Officer, Development and Special Events

Aug '97 - May '99

Clark University, Center For Holocaust Studies

Worcester, MA

- Worked with the senior staff and Board to develop fundraising strategy. Monitored cultivation activities and provided progress reports to team. Coordinated public lecture series. Oversaw press events.

EDUCATION

Clark University,

Bachelor of Arts, Government

Aug '93 - May '97

Worcester, MA