

Chris Due, MBA

Wauwatosa, WI 53226

Professional Experience:

Grants Manager – The Burke Foundation

August 2021- Present

- Manage Grant requests, payments, and reporting for \$6M+ annual grantmaking portfolio.
- Develop philanthropic giving strategy, to maximize impact, students served, and community benefit.
- Analyze funding requests and provide recommendations to Foundation Board of Directors
- Advise grantees in best practices, current research, and organizational strategy.
- Provide in kind support to grantees in fundraising, governance, communication, and other specialty areas.
- Develop community partnerships and leverage philanthropic resources for maximal collective impact.
- Network and develop community relationships to identify future funding opportunities.

Campaign Coordinator- Milwaukee Youth Arts Center

August 2018- August 2021

- Led fundraising campaign subcommittees and managed board member engagement
- Create, edit, and publish organizational communications for boards of directors, students, families, donors, volunteers, and other stakeholder groups
- Manage internal fund development functions including donor recognition, gift tracking, and pledge reconciliation for a 22-million-dollar capital campaign
- Led, promoted, and executed community engagement events and initiatives
- Led a Student Advisory Board, bringing youth self-advocacy to organization
- Author operational grant requests netting around \$20,000 annually, including State of Wisconsin Grant Proposals
- Manage facility rental outreach and new client relationships
- Developed and led the implementation an earned income initiative that grew rental revenue 50% in the first 12 months

Program Coordinator - Down Syndrome Association of WI

May 2016 – August 2018

AmeriCorps Member - WasteCap Resource Solutions

June 2015 - September 2016

PR/Development Intern, Cincinnati Union Bethel, Cincinnati, OH

January - May 2015

(Continued on Page 2)

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Education:

Master of Business Administration, Marquette University May 2020

- Trinity Fellow full tuition scholarship
- On Your Marq Graduate Student Coach
 - Led students on the Autism spectrum in college success programming and academic support
- Academic Integrity Councilmember
 - Adjudicated cases surrounding academic honesty and plagiarism

Bachelor of Science Business Administration, Xavier University May 2015

- Major: Marketing
- Minor: Public Relations
- GPA 3.4
- **Proficient in Spanish**
- **Studied Abroad in Valencia, Spain**

August – December 2013

Leadership Experience:

Director, Penfield Montessori Academy Spring 2022- Present

Founder, Milwaukee Dolphins Inclusive Softball Team Summer 2019

President, Xavier Triathlon Team August 2011 – May 2015

Eagle Scout, Boy Scouts of America Troop 21, Wauwatosa WI December 2008