

FUNDRAISING

8/2009 - **Freelance Grantwriter: Foundation and Government Grants**

Present *Dana Stein Grantwriting*

Baltimore, MD

- Wrote more than \$2 million in federal, state, and local grant applications for LifeBridge Health, with particular focus on community initiatives and domestic violence programs.
- Worked with the Levitas Foundation to successfully secure grants totaling \$150,000 from five Baltimore-based foundations to launch a new violence prevention initiative partnering with Baltimore City schools.
- Acted as primary grant coordinator for Mitzvah Circle Foundation, a Philadelphia-based charity organization, managing their grant and reporting calendar for two years.
- Wrote grant proposals and reports to foundations and government funding sources for multiple Baltimore area nonprofits, serving diverse needs including domestic violence, environmental education, and children's theater.

1/2017 - **Grants & Governance Manager**

6/2020 *The Pearlstone Center*

Baltimore, MD

- Wrote grants for private and foundation funders on topics of Jewish education, environmental sustainability, and community outreach, raising more than \$600,000 annually.
- Managed all aspects of grant stewardship, including reporting and communication with a portfolio of 50 funders.
- Directed strategic grant planning in coordination with executive staff.
- Responsible for all aspects of governance, including coordination of all Board meetings and retreats, Executive Committee meetings, and Governance Committee meetings.
- Tracked information through Raiser's Edge NXT.

10/2007 - **Development Coordinator**

11/2009 *THE ASSOCIATED: Jewish Community Federation of Baltimore*

Baltimore, MD

- Wrote reports and proposals, with a primary focus on Hillel of Greater Baltimore, Jewish Community Services, and CHANA: Jewish Response to Domestic Violence.
- Developed programs to meet the grant requirements of private donors, foundations, and government grants.

7/2005 - **Associate Director of Institutional Grants**

Washington, DC

6/2007 *New Israel Fund*

- Wrote more than 130 reports and proposals relating to civil and human rights, social and economic justice, religious pluralism, and environmental justice, raising more than \$3,000,000 annually.
- Established and maintained relationships with foundations and Jewish Federations throughout the country.
- Organized schedule of proposal and report submissions through Raiser's Edge.

6/2004 - **Foundation and Corporate Relations Program Assistant**

Washington, DC

5/2005 *The Brookings Institution*

- Coordinated Board and Council book club, grant proposal logistics, and conducted prospect research.
- Maintained Raiser's Edge database of hundreds of donors.

Dana M. Stein, MPA
2403 Velvet Valley Way, Baltimore, MD 21117
dana@danasteingrantwriting.com, 443.468.4465
www.danasteingrantwriting.com

PROGRAM ADMINISTRATION

- 3/2002 - **Director of Recruitment and Alumni Affairs** New York, NY
- 8/2003 *The American Pardes Foundation*
- Increased student enrollment at the Pardes Institute by 10% during a time of conflict in Israel.
 - Planned and implemented marketing strategies to promote Pardes and increase name recognition.
- 5/2005 **Program Evaluator** (Volunteer, as part of course work for MPA) Washington, DC
*American Red Cross, Urban Oasis Community Farm, and
George Washington University (GWU) Office of Community Service*
- Completed independent evaluations of Red Cross employee idea box and GWU student volunteer program.
 - Assessed challenges and opportunities for Urban Oasis to become more active in the local community.

EDUCATION

- 2005 **The George Washington University** Washington, DC
School of Public Policy and Public Administration
Master of Public Administration
- 2001 **Pardes Institute of Jewish Studies** Jerusalem, Israel
Independent Study
- 2000 **University of Pennsylvania** Philadelphia, PA
College of Arts and Sciences
Bachelor of Arts, *Cum Laude*
- Semester Abroad King's College London

COMMUNITY

- Parent volunteer at Beth Tfiloh Dahan Community School
- SPCA Read to the Animals Program Volunteer
- Baltimore Jewish Council Young Leader Service 2008