

## FUNDRAISING

---

- 8/2009 - **Freelance Grantwriter**  
Present *Dana Stein Grantwriting* Baltimore, MD
- Wrote and edited millions of dollars in Federal, State, and local grant applications for Lifebridge Health System, with a particular focus on stimulus funding and community initiatives.
  - Wrote and edited capital and programmatic grants for Chabad Center and Lubavitch of Maryland.
- 10/2007 - **Development Coordinator**  
11/2009 *THE ASSOCIATED: Jewish Community Federation of Baltimore* Baltimore, MD
- Wrote and edited numerous reports and proposals across THE ASSOCIATED system, with a primary focus on Hillel of Greater Baltimore, Jewish Community Services, and CHANA: Counseling, Helpline & Aid Network for Abused Women.
  - 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 and edited 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 in support of Israel each year.
  - 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.
- 6/2004 - **Intern** Bethesda, MD  
12/2004 *The Alford Group*
- Brought in two new nonprofit clients through writing feasibility proposals.
  - Conducted interviews, performed prospect research, and wrote final reports.

## 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 the Institution's 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 in International Relations and Anthropology, *cum laude* with Honors