

Kristen Saran

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862-222-3753

Work History

Development Manager, Alison Mazzola Communications

August 2019 – Present

- Overseeing all planning and logistics for Hearst Castle Preservation Foundation Benefit Weekend in San Simeon, California
 - Booking and overseeing vendors and maintaining relationships
 - Creating and managing master timeline
 - Providing direction for on-site staff on the day of the event
 - Writing invitation copy, efficiently conveying revisions to printer and overseeing printing and mailing process
- Managing contracts with vendors and hotels, obtaining permits and certificates of insurance from all vendors and ensuring that all proper operations, policies and procedures are observed
- Track all event-related activity in Foundation's database
- Managing post-event wrap up
 - Composing press releases for distribution to appropriate media outlets
 - Making recommendations for improvement
- Coordinating Silent Auction for the Hearst Castle Preservation Foundation Benefit Weekend raising over \$100,000 for the Foundation
 - Managed transition of Silent Auction to online event during Covid-19 pandemic. Raised funds comparable to those historically raised at our in-person event.
- Working with client to develop invitations, manage mailing list and follow-up mailings
- Utilizing interpersonal, written and verbal communication skills to ensure effective work relationships
- Creating a budget tracker, overseeing event budgets, handling payment of invoices to ensure all vendors are compensated
- Maintaining meticulous attention to detail in overseeing all elements of planning, both internal and external

Development Associate, Alison Mazzola Communications

July 2017- August 2019

- Serving as first point of contact for guests, providing event information via phone and email, greeting guests at check-in and responding to guest inquiries and individualized needs
- Tracking event responses, creating and maintaining door list
- Maintaining regular communication with clients, keeping client apprised of planning status/ RSVPs

Assistant to the Artistic Director, The Shakespeare Theatre of New Jersey

February 2014 – July 2017

- Managing internal and external events
- Managing educational programming and seminars
 - Researching and proposing content, topics and speakers
- Liaising between Artistic Director, Development Staff and Board of Trustees, collaborating with all administrative departments
- Assisting in preparing for Opening Night events as well as Annual Gala and other special events by creating volunteer schedule, overseeing seating and layout of venue
- Compiling packages of necessary materials (budget documents, agenda, meeting minutes) for board meetings for Artistic Director and distributing packages of materials to trustees

Skills

- HTML/ CSS/ JS
- SQL
- Adobe: Photoshop, Illustrator, InDesign

Education

Bachelor of Arts - English Literature and Composition, Furman University

August 2010 - May 2013