

OLIVIA SARGENT

New York, NY | 813-731-8663 | oliviamaesargent@gmail.com | www.linkedin.com/in/oliviasargent2021

EDUCATION

University of Florida: Master of Science: Family, Youth & Community Sciences, Concentration Nonprofit Leadership
Independent Study in Grant Writing with Faculty Mentor
Capella University: Bachelor of Science, Psychology
Member of Psi Chi International Honor Society

EXPERIENCE

The Play Company | Development Manager | New York, NY 08/2022 – Present

- Managed a grant portfolio totaling \$500,000 in FY25
- Executed institutional and government grant writing with a focus on DEIA and community impact
- Submitted grant applications to submission portals with accuracy, promptness and care
- Designed systems for tracking grant deadlines and submissions and expanded grant funding
- Coordinated and produced 6 fundraising benefits and events
- Lead 5 biannual fundraising campaigns
- Facilitated Board of Directors communications and meeting planning
- Executed donor acknowledgments, communications, donor acquisition and prospecting
- Implemented strategic planning, accessibility, and donation management systems
- Secured funding and produced Open Captioned performances and accompanying community building events
- Facilitated transition to a new CRM system and managed incoming donations, reconciliation, and event attendees

Tampa Repertory Theater | Artistic and Administrative Associate | Tampa, FL 06/2018 – 10/2022

- Enhanced efficiency by managing communications and social media for the CEO/Artistic Director
- Created full yearly fundraising plan and presentation
- Assisted completion of government subsidized grant by contributing verbiage and research
- Supervised digital database management
- Acted as executive assistant to the Artistic Director, overseeing scheduling and correspondence
- Outlined notes from grant writing and donor workshops for the benefit of the artistic team

Emilia Sargent Studio LLC | Junior Partner, Executive Assistant | Tampa, FL 08/2018 – 09/2021

- Increased revenue via promotion to Junior Partner by instructing students of acting, voice, and music theory
- Expanded the scope of the studio to include students ages 7-13 as well as added music theory to studio offerings
- Controlled accounts receivable, invoice tracking and deposits
- Managed social media channels (Instagram, Facebook) and email communication
- Streamlined communications by editing documents and newsletters
- Coordinated studio scheduling including correspondence with students and arts professionals

CERTIFICATIONS & TRAININGS

Mental Health First Aid Certification | National Council 3-year Certification
Best Practices in Inclusive Theatre Spaces | Actors Equity Association Certification
Social Media Marketing | Hubspot Course Completion
Disability Affinity Space Roundtable | A.R.T./NY Roundtable Participant
Access, Diversity, Equity and Inclusion in Cultural Organizations Training | Hillsborough Arts Council

NOTABLE PROJECTS

A Practical Guide to Integrating Accessibility into DEIA Initiatives in the Arts | Capstone Project & Presentation, MSc.

HARD SKILLS

Research acumen, technical narrative writing, project management, copy editing, nonprofit financial literacy, CRM and grant portal familiarity and experience, data analysis and interpretation

Software: G Suite, MS Suite, Neon CRM, monday.com, OvationTix CRM, iMovie, QuickBooks, SquareSpace, Millennium, DropBox, Zoom, StreamYard, ArtsPeople, Doodle, Vimeo, Canva