

# Bridget Alexander

401-207-4516 . BAlexander147@yahoo.com

**Summary:** A creative and strategic leader with a proven track record

9 Years Non-Profit Sector  
8 Years Non-Profit Development/Fundraising  
7 Years of Policy and Legal Experience  
6 Years of Communications & Development Management/Executive Team  
3 Years Entrepreneur/Small Business Owner

## Education:

**Roger Williams University**

Bristol, RI  
**Juris Doctor**  
May 2006

**VA Tech**

Blacksburg, VA  
**B.A. Communication Studies**  
May 1998

## Experience:

### NON-PROFIT

#### **Southeastern Massachusetts Agricultural Partnership (SEMAP)**

Non-profit 501(c)(3)  
April 2010-January 2014  
Wareham, Massachusetts

#### **Executive Director**

[www.semaponline.org](http://www.semaponline.org)

- . Created and implemented fundraising strategy: Quadrupled individual giving through annual donations and events
- . Achieved 85% funding rate with foundations and government funders
- . Stewarded major gifts, cultivated and maintained relationships
- . Created and implemented communication strategy: Increased email list from 1,000 to over 5,200 and established a social media presence
- . Created the VINE e-Newsletter
- . Board of Directors: Led board engagement and cultivation; led stewardship and engagement activities with Board members and committees – including professional development, retreats, and strategic planning
- . Entrepreneurial Approach: Created income-generating programs, including an annual conference
- . Spokesperson for the organization
- . Managed day-to-day operations and mentored staff
- . Maintained budget and grants - federal, state and foundations
- . eTapestry donor management – part of the Blackbaud software suite

#### **Greater New Bedford**

#### **Workforce Investment Board**

Quasi-Public, Non-profit 501(c)(3)  
June 2008 – April 2010  
New Bedford, Massachusetts

#### **Director of Development**

[www.gnbwib.org](http://www.gnbwib.org)

- . Designed and implemented development and communications strategy
- . Set workforce development policy in alignment with the region's economic development vision
- . Raised \$1.4 million in federal and state grant funds
- . Designed, funded and monitored administration of new and existing programs
- . Facilitated creation of strategic plan
- . Oversaw development & communications staff and consultants
- . Cultivated and maintained coalitions and partnerships

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## **Equipment Leasing & Finance Association**

Non-profit 501(c)(6)  
July 2000 – July 2002  
Washington, D.C.

### **Government Relations Coordinator**

[www.elfaonline.org](http://www.elfaonline.org)

- . Advocacy for industry to federal and state policy makers
- . Facilitated members' grassroots advocacy efforts
- . Implemented annual fundraising campaign for political action committee
- . Managed political fundraising reporting to FEC
- . Reported to government relations committee

## **The Washington Campus**

Non-profit 501(c)(3)  
May 1998 – June 1999  
Washington, D.C.

### **Manager, Program Coordination**

[www.washcampus.edu](http://www.washcampus.edu)

- . Coordinated week-long public policy programs for exec. MBA students
- . Secured & handled speakers of international repute, including members of Congress
- . Received promotion after six months
- . Managed program coordinators and interns

## **ENTREPRENEURIAL**

### **BridgetAlexanderWriter.com**

Writer, Consultant  
January 2014 – Present  
West Wareham, MA

### **Freelance Writer**

[BridgetAlexanderWriter.com](http://BridgetAlexanderWriter.com)

- . Food System Assessment and Infographic for Southeastern MA Food Security Network
- . Direct Mail with Client Interviews for Animal Medical Non-profit
- . Marketing Piece and Staff Bios for Re>Gen
- . Projects in development include Social Media, e-Newsletters, Blog Posts, Public Relations, and Grant Writing for two local food non-profits

## **Ferreira Building Group, LLC**

June 2005 – February 2008  
Jamestown, Rhode Island

### **Managing Member**

- . Launched business, forming limited liability corporation with state
- . Residential remodeling/construction company
- . Complied with state & federal reporting requirements
- . Maintained employee & financial records
- . Met with clients. Drafted proposals, contracts & invoices
- . Created & disseminated marketing materials

## **POLICY & LEGAL**

### **Daniels Law Offices, P.C.**

January 2008 – June 2008  
Quincy, Massachusetts

### **Attorney**

- . Managed heavy caseload of civil litigation matters
- . Attended hearings, case management & pretrial conferences
- . Provided motion, small claims & supplementary process coverage
- . Conducted research. Negotiated settlements
- . Drafted motions and correspondence
- . Conducted and responded to discovery

## **Morneau & Murphy/**

### **Brockmann & Associates**

May 2006 – January 2007  
Jamestown, Rhode Island

### **Summer Associate**

- . Assisted on administrative law, land-use, commercial finance, loan refinance, & contract matters
- . Drafted commercial loan documents Attended hearings
- . Drafted various pleadings. Assisted with depositions
- . Conducted legal research

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**Sayer Regan Thayer & Flanagan**  
August 2004 – January 2006  
Newport, Rhode Island  
**Intern/Paralegal**

- . Assisted managing partner in civil litigation department on administrative, construction & land use cases Drafted pleadings & correspondence for landlord/tenant cases Performed intake interviews of potential clients
- . Conducted foreclosure proceedings Managed civil litigation calendar

**Law Office of Mark Morse**  
January 2004 – July 2004  
Providence, Rhode Island  
**Law Student Associate**

- . Assisted on bankruptcy & personal injury cases
- . Drafted brief on ADA, public accommodations case
- . Conducted research. Drafted pleadings
- . Prepared medical histories

**RI Dept. of Attorney General**  
May 2003 - November 2003  
Providence, Rhode Island  
**RI State Internship w/Dir of Policy**

- . Drafted legislation on underage drinking, social host liability
- . Researched policy initiatives (Lead Paint Abatement, Gun Laws, & Lemon Law)
- . Attended & presented at policy planning meetings
- . Prepared legislative reports revealing state & national legislative trends

**U.S. Congressman, Richard Boucher**  
May 1997 – August 1997  
Pulaski, VA - Field Office  
**Intern**

- . Tracked constituent case files
- . Corresponded daily with federal agencies regarding constituents' social security, Medicaid & black lung cases
- . Responded to constituent concerns

## **MEMBERSHIPS & SPEAKING ENGAGEMENTS**

- . American Marketing Association
- . Association of Fundraising Professionals
- . Massachusetts Bar Association
- . Speaker at the Southeastern Massachusetts Sustainability Council
- . Speaker at UMass Dartmouth – class lecture
- . Speaker at Emerson College – class lecture
- . Southeastern Massachusetts Food Security Network – Co-Chair
- . Southeastern Massachusetts Environmental Education Alliance – Board Member
- . Women's Fund of Southeastern Massachusetts – Committee Member
- . United Way of Greater New Bedford's Community Conversations – Design Team Committee
- . Association of Public Interest Lawyers (former member, law school rep.)
- . Certified Fund Raising Executive (CFRE) - in process of testing