

BRETT GOULD

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PROFESSIONAL EXPERIENCE

NORTHWESTERN PRITZKER SCHOOL OF LAW / CHICAGO / SEPTEMBER 2016 - PRESENT **ASSOCIATE DIRECTOR, DONOR RELATIONS**

- Write, produce, edit, and voice stewardship videos both for VIP donors and mass audiences using Adobe Premiere and After Effects
- Manage an annual reporting program on all Law School held endowments with living stewardees
- Gather data and write endowment reports for 75% of Law School held endowments with living stewardees
- Manage an annual student-focused scholarship event designed to gather biographical information from students and a note or video of gratitude to be sent to their scholarship donors
- Co-manage an annual stewardship event for scholarship donors and recipients now in its fifth year
- Write an annual impact report for annual fund donors regarding the use of their gifts in the past fiscal year
- Recruit and manage at least one reunion class alumni committee each year
- Ensure that gifts are allocated and utilized in accordance with donor intent
- Advise gift officers as they work to craft language for new endowed funds that meet donor expectations and fit within the Law School's mission and capabilities
- Write gift acknowledgement letters weekly from the dean of the Law School for all donors making gifts of \$5,000+
- Pull data using IBM Business Intelligence tools and build reports as needed
- Performed the duties of the Senior Associate Director of Donor Relations during three leaves

NORTHWESTERN UNIVERSITY / EVANSTON, ILLINOIS / JUNE 2010 - SEPTEMBER 2016 **ASSISTANT DIRECTOR, GIFT ACCEPTANCE AND AGREEMENTS**

- Managed the lifecycle of gift agreements—from writing through execution—for six of Northwestern's schools and several of its departments and units
- Authored language outlining how gifts are utilized by Northwestern, while balancing the wishes of the donors, maintaining the University's mission, and upholding Northwestern's legal obligations as a charitable organization
- Strategized with gift officers to develop agreements to close gifts quickly
- Built and maintained relationships with gift officers to better steward expectations and serve their needs
- Improved an online gift agreement request survey by working with an external organization to write, develop, and implement a revitalized survey
- Streamlined the overall agreement process by developing and conducting regular training seminars on Northwestern's standard gift agreement language and policies to better prepare gift officers
- Increased drafting productivity, consistency, and efficiency by creating versatile template agreements

PROGRAM ASSISTANT II

- Wrote, designed, and managed an online survey used by gift officers to submit requests for agreements
- Administered a charitable life insurance program
- Assisted in an annual audit of Northwestern-owned life insurance policies
- Managed databases to track progress of gift agreements and status of insurance policies

EDUCATION

ILLINOIS STATE UNIVERSITY / NORMAL, ILLINOIS / 2009 **BACHELOR OF SCIENCE - COMMUNICATIONS, PUBLIC RELATIONS**