

Amanda Davis

Nonprofit Professional, Global Communicator, Project Manager

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EMPLOYMENT HISTORY

❖ Owner/Founder

Solutions by Amanda | Jan 2023 – Present

- Work with nonprofit organizations and small businesses to:
 - Develop strategic communications and marketing plans
 - Plan large & small-scale events
 - Create compelling content
 - Manage social media assets
 - Develop donor, vendor, and sponsor relationships
 - Create and execute an impactful brand identity

❖ Program Lead – Global Social Strategy

ITFO Communications | Jan 2021 – Dec 2022

- Develop and lead strategy and programming for global social amplification program for over 200 C-level executives
- Manage team of 15+ members to create strategic communications, blog, social, and biographical content for executive-level clients
- Conduct team communications and training to maintain alignment with industry and organization standards
- Prepare scope of work documents for customized programs, conducting regular review to manage expectations and scope
- Respond to RFPs for new project work, customizing proposals based on individual client needs
- Develop and manage program budgets
- Develop, nurture, and maintain client relationships across global time zones and business areas

❖ Communications Project Manager

ITFO Communications | Oct 2018 – Jan 2021

- Manage creation and publication process for executive blogs, whitepapers, podcasts, and social media content
- Assign, supervise, and review activities of staff
- Maintain detailed timelines, project plans, and hours budgeted for project deliverables and key milestones
- Lead internal project status meetings and ongoing project schedule updates
- Manage multiple projects simultaneously and understand project priorities in the context of agency and client expectations
- Manage changes to project scope, project schedule, and project costs using appropriate verification techniques
- Help develop client's corporate image and identity
- Engage in client marketing activities, including helping maintain clients' online presence through a website, blog, or social media
- Work with client partners to analyze project needs, to help ensure they fit with resourcing, project objectives, and quality standards

EMPLOYMENT HISTORY, CONTINUED

❖ **Research Project Coordinator**

University of Kansas | Sept 2015 – Oct 2018

- Designed and implemented social media strategy of five (5) social media accounts (Twitter and Facebook) for Center for Public Partnerships & Research and partner organizations
- Managed nationally dispersed team to develop and launch national e-learning software platform for professional development of family support professionals
- Navigated partnerships and contracts with Federal grant funding partners, state licensing agencies, platform partners, and other stakeholders
- Provided grant reporting within program's Federal grant requirements
- Supervised administrative staff and college intern
- Managed a team of writers to create blog content for Center

❖ **Field Office Operations Manager**

Waddell & Reed, Inc. | Oct 2013 – Sept 2015

- Managed end-to-end lease process for 160+ field offices across the United States
- Facilitated coordinated decision-making and implementation between home office, field leaders, individual agents, and dozens of vendors in each location

EDUCATION

❖ **Master of Science in Digital Content Strategy**

University of Kansas | 2018

❖ **Bachelor of Science in Business Administration**

Franklin University | 2010

❖ **Bachelor of Science in eMarketing**

Franklin University | 2010

EXPERTISE & SKILLS

- ❖ Donor Development
- ❖ Personal Branding
- ❖ Content Creation
- ❖ Strategic Communications
- ❖ Social Media Management
- ❖ Fundraising Events
- ❖ Non-Profit Leadership
- ❖ Non-Profit Consulting
- ❖ Strategic Planning
- ❖ Social Media Content Strategy
- ❖ Event Planning
- ❖ Blogging
- ❖ Project Management
- ❖ People Management
- ❖ Project Management Software/Tools
- ❖ Collaboration
- ❖ Leadership
- ❖ Communication
- ❖ Visual Presentations
- ❖ Public Speaking

NONPROFIT EXPERIENCE

- ❖ **#BeMoreLikeClaire**
Board Member | 2023 – Present
Vice President | 2023
- ❖ **Lawrence Preservation Alliance**
Board Member | 2022 – Present
- ❖ **Women Build Gala & Holiday Homes Tour
Habitat for Humanity**
Planning Committee Member | 2022 – Present
- ❖ **Lawrence Lions Alumni Association**
Board Member | 2022 – Present
Vice President | 2022 – 2023
- ❖ **Just Food (Food Bank of Douglas County)**
Board Member | 2016 – 2022
President | 2020
- ❖ **Leadership Lawrence
Lawrence Chamber of Commerce**
Advisory Board Member | 2019 – 2022
- ❖ **Social Media Club of Lawrence**
Board Member | 2010 – Present
- ❖ **Girlfriend's Gala
American Cancer Society**
Founder & Event Chair | 2014 – 2019
- ❖ **Relay For Life of Douglas County
American Cancer Society**
Event Chair | 2012 – 2016

CERTIFICATIONS & TRAININGS

- ❖ **Leadership Lawrence
Kansas Leadership Center**
Class of 2019
- ❖ **Graduate Certificate - Data Interpretation & Communication
University of Kansas**
2018
- ❖ **Graduate Certificate - Social Media Strategy
University of Kansas**
2017
- ❖ **The Leadership Challenge (Wiley)**
2017