

Vanessy M. Cortes

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Professional Experience

Dayspring Center

Development Coordinator

- Write and manage grants, reports, and stewardship
- Create donor-focused communications and fundraising content
- Run fundraising and donor engagement campaigns
- Maintain a consistent nonprofit brand voice

Indianapolis, IN

July 2023 – Present

Center for Leadership Development

Special Projects Coordinator, Marketing & Development

- Support donor data management, stewardship, and program communications
- Update and maintain website and social media platforms
- Support assigned projects through coordination and administrative support
- Plan and execute fundraising and community events

Indianapolis, IN

November 2022 – July 2023

Pet Cancer Foundation

Volunteer Content Editor

- Edit written content for accuracy, clarity, and voice
- Research and write social media content to increase awareness
- Collaborate with editors and subject experts on content development
- Meet editorial deadlines and follow established project timelines

Remote

June 2022 – December 2022

Ivy Tech Community College

Enrollment Specialist

- Guide students through enrollment, academic advising, and financial aid
- Host and support student affairs and outreach events
- Communicate with students and departments through email and in person advising
- Coordinate across teams to support student success and retention

Indianapolis, IN

August 2018 – April 2022

Herron School of Art and Design, IUPUI

Content Editor

- Write and edit weekly blog content
- Edit materials for clarity and consistency
- Collaborate on digital content creation
- Support content planning and engagement

Indianapolis, IN

November 2020 – July 2021

Indianapolis Monthly

Fact-Checker

- Verified facts for print and digital publication with a high degree of accuracy
- Proofread and polished articles for grammar, clarity, and style

Editorial Intern

- Pitched and wrote 7+ published stories for print and online
- Managed the online events calendar and supported editorial operations

Indianapolis, IN

May 2019 – December 2020

January 2019 – May 2019

Skills

Grant writing and reporting, Donor communications and stewardship, Fundraising and donor engagement campaigns, Written and digital communications, CRM and donor data management, Program and stakeholder coordination, Project management

Education

Indiana University–Purdue University Indianapolis (IUPUI)

BA in English

May 2022