

TAREN M. LUMLEY

ABOUT ME

I am a motivated and detail-oriented professional with hands-on experience in event management, philanthropic operations, and information services. I thrive in organizing and executing impactful events, coordinating philanthropic initiatives, and managing information systems to support organizational goals. My passion for service drives my work, and I excel at collaborating with diverse teams to create meaningful, positive change. I am dedicated to continuous improvement and eager to contribute my skills and commitment to making a difference.

WORK EXPERIENCE

The Pittsburgh Foundation

Philanthropic Operations Associate, Partnerships

Jan. 2025 – Pres.

- Networks with internal stakeholders and community foundation national peers.
- Involved with the Communications team in the promotion and marketing of events, programming, and convenings as needed.
- Manages and implements the Foundation's annual Wish Book program, including project management, application preparation, all nonprofit coordination and contact, management of the fulfillment system, and acting as liaison to the Communications department to ensure adherence to deadlines.
- Serves as an active participant on appropriate foundation-staffed committees related to foundation-wide initiatives.
- Responsible for logistics of Partnerships-related events, including event management, scheduling rooms, ordering food, creating name tags, arranging parking, and operating AV/meeting space technology.
- Resolves administrative problems by analyzing situations, working across teams, and identifying solutions.
- Collaborates with other departments and staff as needed.
- Responsible for answering inquiries and supporting participation from donors in events, programming, and the work of the Partnerships department.
- Manage and produce Foundation webinars, including registration, content production, Zoom administration, and follow-up.
- Perform administrative and office support activities for the Philanthropic Resources team, primarily for the department head and its team.
- Field and/or routing telephone calls and correspondence.
- Manage calendars by planning and scheduling meetings, conferences, and travel.
- Answer inquiries from donors.
- Assist in the creation and updating of presentations.
- Filing, scanning, faxing, mass mailings, and electronic mail merges.

Center for Philanthropy Research Coordinator

Jan. 2021 – Dec. 2024.

- Prepared research in support of Center initiatives, specifically researching nonprofit organizations and fields of interest, while maintaining a library of research reports and one-sheets.
- Managed and tracked Center research projects from the time of requests until completion of the report and subsequent results.

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- Project managed the Foundation's Wish Book project from the ideation phase through the grant application process, webinar, production, and grant cycle.
- Provided project management and logistical support for Center for Philanthropy projects and initiatives, including request for proposal grant application processes, Critical Needs Alert, Wish Book, New Philanthropic Leaders, Impact Giving Circles, the Eben Demarest Fund Award, the Sally Kalson Courage in Journalism Award, and outside consulting.
- Managed and produced Foundation webinars, including registration, content production, Zoom administration, and follow-up.
- Responsible for supporting all Center for Philanthropy-related events in person, including event management, scheduling rooms, ordering food, creating name tags, arranging parking, and operating A/V and meeting space technology.
- Submitted grant applications and subsequent supporting and follow-up materials for grants supporting the Center for Philanthropy and the Pittsburgh Foundation Initiatives.
- Perform administrative and office support activities for the Center, primarily for the department head and its team.
- Resolved administrative problems by analyzing situations, working across teams, and identifying solutions.
- Fielded and/or routed telephone calls and correspondence.
- Managed calendars by planning and scheduling meetings, conferences, and travel.
- Answered inquiries from donors.
- Received and directed visitors and inquiries.
- Assisted in the creation and updating of presentations.
- Filed, scanned, faxed, mass mailings, and electronic mail merges.

Center for Philanthropy Research and Administrative Assistant

Aug. 2018 – Dec. 2020

- Prepared research in support of Center initiatives, specifically researching nonprofit organizations, while maintaining a library of research reports and one-sheets.
- Provided project management and logistical support for Center for Philanthropy projects and initiatives, including request for proposal grant application processes, Critical Needs Alert, Wish Book, New Philanthropic Leaders, Impact Giving Circle, and the Sally Kalson Courage in Journalism Award.
- Primarily responsible for supporting all Center for Philanthropy-related events, including event management, scheduling rooms, ordering food, creating name tags, arranging parking, and operating AV/meeting space technology.
- Fielded and routed telephone calls and correspondence.
- Managed calendars by planning and scheduling meetings, conferences, and travel.
- Answered inquiries from donors.
- Served as backup support for Donor Services products: APRs and Wish Book.
- Received and directed visitors and inquiries.
- Assisted in the creation and updating of presentations.
- Filing, scanning, faxing, mass mailings, and electronic mail merges.

Donor Services Intern

May 2018 – Aug. 2018

- Conducted research and prepared reports for donor services officers and donors.
- Updated documents for staff, donor services officers, and donors.

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- Assisted in data scrubbing and maintenance in Raiser's Edge.

B.F. Jones Memorial Library

Public Service Clerk

Aug. 2013 – Aug. 2014, Aug. 2017. – Dec. 2023

- Provided customer service to library patrons.
- Organized, catalogued, and researched materials requested by both staff and patrons.
- Assisted in special events.
- Helped to promote library functions and programs.

Carnegie Library of Pittsburgh

Development Intern

Jan. 2018 – April 2018

- Conducted research related to current and prospective corporate and individual donors, sponsors, grants, and Library initiatives, using a variety of tools and resources.
- Drafted letters and reports for appeals and stewardship programs.
- Compiled collected data and information into lists and spreadsheets for staff use.

Job Training for Beaver County

Job Placement

July – Aug. 2013, 2014, and 2017

- Placed at B.F. Jones Memorial Library, at the request of the library director and coordinator.

Spagnolo's Shop n Save

Bakery Worker

Nov. 2014 – Aug. 2016

- Prepared, baked, packaged, and stocked goods.
- Provided customer service to bakery customers.

EDUCATION

Point Park University

Graduate of the class of 2018

- Bachelor of Science in Sports Arts and Entertainment Management.
- QGPA: 3.93.
- Graduated Summa Cum Laude.
- Presidential Scholarship.
 - Awarded from Fall of 2014 until Spring 2018.
 - Qualifications: High school GPA of at least 3.9 and a SAT score of 1740 or higher.
- Dean's List.
 - Achieved each semester at Point Park University from Fall 2014 to Spring 2018.
 - Qualifications: Must be taking at least twelve credits, have a term quality grade point average (T.Q.P.A.) of 3.50, and have no grade less than a "C."

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SKILLS

- Event planning skills.
- Event logistics.
- Strong computer and internet research skills.
- Certified Luma Practitioner in Human-Centered Design.
- Proficient in Adobe Photoshop, Acrobat, and InDesign.
- Proficient in Microsoft Office Suite.
- Excellent writing skills.
- Project coordination and management skills.
- The ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
- Problem-solving skills.
- Customer service.
- Creativity.
- Adaptability.
- Familiar with Blackbaud's Raiser's Edge.
- Familiar with Foundant's Grant Life Management software from a Program Officer role.
- Familiar with the SlideRoom application system.
- Proficient with both Zoom meetings and Zoom webinars.