

Michelle Halabura

Development & Project Management



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PROFILE

Motivated development professional with 9+ years working with both informal groups and established institutions. Experience includes project management for one-time events, full-time roles in newly developed positions and expanded roles to assist with organizational growth.

Volunteer roles: Emerging Philanthropist at the Women's Prison Association (NYC), Arts Barn Education Center Board Member (Sch. Haven, PA), Studio Artist Acceptance Committee at the Walk In Art Center (Sch. Haven, PA)

EDUCATION

2012 - 2015	Kutztown University of Pennsylvania, Kutztown, PA Master of Public Administration Pi Sigma Alpha Honor Society
2010 - 2011	Sotheby's Institute of Art, New York, NY Art Business Certificate
2005 - 2008	Chatham College for Women, Pittsburgh, PA Bachelor of Arts, Art Management with a focus in Art History Cum laude & Mortar Board Honor Society

EXPERIENCE

2017 - Present	Howl Arts, Inc. – Director of Development & Social Media Manage all social media accounts and scheduling. Create content alongside coworkers and community. Build a close rapport with independent donors and foundations alike. Write and manage all grant applications.
2014 - 2017	Schuylkill United Way – Director of Community Relations One of three staff members responsible for fundraising an annual goal of over \$1 million per year. Liaised with press, organized events and facilitated fundraising presentations.
2011 - 2013	Walk In Art Center – Assistant Executive Director Part of a team effort to convert a historic shoe factory into studios and an event space. Responsible for community engagement, fundraising efforts, and rebranding.

GRANTS / GRADUATE EMPLOYMENT

2012 - 2013	Kutztown University Small Business Development Center – Graduate Assistant Primary role: social media & grand opening events
Summer of 2011	Institute of Contemporary Art Philadelphia – Sotheby's Institute of Art Summer Grant Program in Curatorial Primary role: planning and execution of the 2011 Contemporary Curators' Conference

FREELANCE

Social Media Management for Howl Arts, Inc., NYC (2015-2017) | PR Assistance for Frieze Art Fair, NYC (2013) | Project Management for The Sound of Art with Art Critic Paddy Johnson, NYC (2010) | Project Management for The Art Handling Olympics, NYC (2010) | Project Management for Howl Festival of Howl Arts, Inc., NYC (2010-2013) | Marketing for *Anything Boys Can Do* Film Screening and Q&A, Brooklyn (2009)