

Emily M. Donnelly

A creator, contributor, and innovator with a mind for what matters.

WORK EXPERIENCE

EDUCATION

University at Buffalo
BA Communication
School of Informatics

EXTRAS

- Buffalo AKG Art Museum Convergence Council member
- Court of Master Sommeliers, Introductory Level Sommelier
- Gemological Institute of America, Advanced Jewelry Professionals Certificates
- Lambda Pi Eta, National Communication Association Honor Society Inductee
- University at Buffalo Student Association, 2006 Most Dedicated Staff Member recipient
- University at Buffalo 2005 Pillar of Excellence Leadership Award
- Various volunteer activities

SKILLS

Adobe Creative Cloud
Salesforce
HubSpot
Microsoft Teams
G Suite
Product Sourcing
Project Management
Creative Solutions
Account Management
Design & Content
Brand Management

Director, Decentralized Clinical Trial Investigator Network

Circuit Clinical | March 2021 - November 2022 | *High growth clinical trials*

- Developed a new, national network of licensed physicians across all 50 states for participation in Decentralized Clinical Trials.
- Interfaced directly with physicians, executives, and investors to grow a client network throughout all stages, while fostering direct relationships with over 45 doctors.
- Created net new processes and assets for sourcing, sales, and onboarding network candidates.
- Developed employee culture programs and events, and custom sourced materials for team onboarding experiences.
- Adapted strategic strengths, personal contacts, and project management skills from past experience to match the evolving clinical trial industry.

43North Review Team - Erie County Back to Business Grant

43North | October 2020 - March 2021 | *\$20M grant program for pandemic aid*

- Collaborated with 43North to plan, implement, and refine a new Back to Business Grant process.
- Scheduled and assisted the small business owners with appointment-based application coordination.
- Developed and implemented logistics for check distribution and needed support.
- Coordinated events with the 43North team to maximize portfolio engagement.

Director of Corporate and Community Relations

Advantage Co | 2015 - March 2020 | *Premier Fashion Activity Center*

- Planned and facilitated all on-site events with The Advantage Co at Tony Walker & Co. during the calendar year; worked closely with corporate contacts to plan and schedule events off-site.
- Created, hosted, and facilitated premier community fundraising and awareness events for organizations such as Oishei Children's Hospital of Buffalo, Children's Miracle Network Hospitals, Albright Knox Art Gallery, Roswell Park, ECMC and more.
- Developed the Tony Walker Gift Giving program to foster a corporate-gifting initiative.
- Created and sourced custom-gifting campaigns for both corporate gifts and community fundraising.
- Promoted the launch and use of the iWorld Fundraising platform initiative.

Brand Director

Advantage Brands Group | 2010 - March 2020 | *Line of apparel and accessories*

- Sourced and curated a product assortment that followed with brand-theme and seasonal demands.
- Designed all social media and marketing materials; developed merchandising plans and displays.
- Worked with manufactures and suppliers from beginning ingredients to final-packaging production.
- Managed on-hand inventory control, including the coordination of year-end counts.
- Promoted to Brand Director from Director of Operations.