

Happe Roberts
3579 E Foothill #452
Pasadena CA 91107

Happe@upwardspirals.net
www.upwardspirals.net
818-606-8876

RELATED EXPERIENCE

Upward Spirals 2013-Present
Co-Founder & Capacity Building
Launched nonprofit to organize and optimize the sustainability transition

Resource Development
Responsible for expanding and diversifying the organizations funding
Research and identify compatible grant makers and assist in developing strategic fundraising plans
Build strategic alliances, network, identify and nurture donor relationships

Marketing
Liaise, communicate and network with clients, suppliers and partners
Conduct research and marketing campaigns
Create, manage and distribute marketing materials in person and online

Volunteer Coordination
Assess and meet organizational needs through recruitment, training, placement and retention of volunteers
Develop and organize volunteer programs
Monitor, support, motivate and engage with volunteers and their work

Web Development
Create the look, layout and features of our website using graphic design and Wordpress
Maintain site, edit content and keep up-to-date
Created and now maintain an online sustainability learning calendar to bring awareness to our organization and improve the success of others

Wandering Marionettes 2008-2012
Co-Founder, Production, Booking and Marketing

Production and Financial Management
Planned and executed large scale events
Responsible for the implementation of the overall creative, technical and logistical elements including event design, stage management, budgeting and finance
Communicated and negotiated with clients, suppliers and performers

Booking and Volunteer Coordination
Responsible for representing 20+ performers, finding work and developing their careers
Coordinated event logistics with clients and performers
Created contracts for both client and performer, and handled all financial matters

Marketing, Networking and Promotion

Created and distributed marketing materials and promotional packets in person, via print and through online publications

Conducted research on relevant events and locations that matched our brand

Facilitated collaborative partnerships and conducted team building exercises

SKILLS

English fluency

Spanish, basic, learning

Organizational skills

Web Development

Graphic Artistry

Research

Volunteer Coordination

Marketing

Networking