



ANIKA STEIG

Policy stream: Public Policy and Management

Contact: anika.steig@gmail.com

Nationality: American

Education:

8/2005 – 6/2009

University of San Francisco

BA in Politics, Peace & Justice Studies

Languages:

English – Native speaker

IT Skills:

Stata – Beginner

Microsoft Office – Advanced

Excel – Intermediate

Key academic interests:

Urban policy

Social policy

Public management

Political economy

Development

Key extra-curricular interests:

Soccer

Travelling

Cycling

Architecture

Musical theatre

Work Experience:

11/2013 – 8/2014

American Civil Liberties Union Foundation of Northern California

Planned Giving Associate

San Francisco, CA

- Managed donor portfolio of over \$2 million
- Developed low-cost ways to encourage gifts from existing members, by leveraging newsletters, website, and acknowledgment letters
- Prepared reports and managed budget for all aspects of planned giving process.

7/2012 – 10/2013

American Civil Liberties Union Foundation of Northern California

Development Associate, Individual Giving

San Francisco, CA

- Responded to all donor enquiries and concerns
- Conducted biographical and financial capacity research on donors and prospects
- Organised cultivation events and meetings ranging in size from five to 180 attendees.

5/2010 – 12/2010

American Cancer Society

Event Outreach Specialist

San Francisco, CA

- Facilitated communication between ACS and participants of the Making Strides Against Breast Cancer Walk through phone calls, emails, and meetings
- Assisted local colleges and universities to increase breast cancer awareness and coordinated university fundraising events
- Provided support for the highest fundraising team in 2010.