

# Steven Dale Davison

@

*Nonprofit Communications*

149 Hopewell-Wertsville Rd., Hopewell NJ 08525  
steven.davison@verizon.net  
609 333-8542 H  
609 915-1572 C

## PROFILE

Writing and communications specialist with formal training, management experience, and experience in nonprofits and journalism.

- ✧ Creative team leadership: several years experience managing a marketing team, developing the design and content of all communications materials and web content.
- ✧ Trustee and newsletter editor for an environmental nonprofit.
- ✧ Organizational communications of all kinds.
- ✧ Webmaster experience, including HTML & CSS.
- ✧ Excellent written, verbal and research skills.
- ✧ Warm and cooperative temperament; flexible, collaborative and service oriented.

### *Singular Accomplishments*

- ✧ Launched four organization's communications platforms from scratch.
- ✧ Edited a nonprofit newsletter, three corporate newsletters, and a corporate magazine.
- ✧ Discovered and nurtured previously overlooked design talent within the organization, eventually promoting a part-time mailroom worker to a full-time marketing assistant, enhancing the quality and doubling the productivity of the marketing team.

## EXPERIENCE

### *Writing & Communications*

*Experience managing a creative team. Creative, productive and collaborative.*

- ✧ Designed, wrote and coordinated all marketing communications for a high-end speakers bureau, including hundreds of web pages and print brochures, four catalogs and dozens of other printed materials. Developed new media strategy.
- ✧ Launched the communications platform for a boutique investment fund, including design and content of corporate identity and capabilities pieces, performance reports and white papers.
- ✧ Launched the communications platform for an advisory services business, helping to develop projects and their communications strategy and writing all proposals.
- ✧ Developed a marketing strategy for online social media (LinkedIn, Facebook, etc.).

### *Editing*

*Dedicated to providing substantive content and meeting deadlines.*

- ✧ Currently edit a nonprofit newsletter.
- ✧ Edited a corporate magazine and three corporate newsletters.
- ✧ Helped clients develop book proposals.

### *Journalism*

*Wrote dozens of features. Professionally reviewed more than 250 plays.*

- ✧ Newspaper correspondent—wrote features in the arts, play reviews, news and interview pieces; processes press releases for a daily newspaper's arts calendar and bulletin board.
- ✧ Freelance writer—launched two startups' communications platforms; wrote features, 'how-to' technical pieces, product reviews, and regular press release columns for magazines in the building trades.

**EXPERIENCE**  
continued

***Research Writing***

*Special talent for presenting technical information and analysis clearly and engagingly; attended Edward Tufte seminar, 2007.*

- ✧ Wrote researched industry overviews for more than 30 industries, white papers on investment theory and strategy and conducted portfolio performance research.
- ✧ Won two competitive scholarships for researched writing projects.

***Technical Writing***

*Certificate in Technical Writing, Middlesex County College, Edison, NJ.*

- ✧ Wide range of professional projects: business proposals, process manuals, employee handbook, investment fund Design & Construction document, and research reports.

***Webmaster***

*Certificate in Web Design & Development, Rutgers University; know HTML, CSS & Dreamweaver*

- ✧ Designed and wrote all web content and managed the content management system.
- ✧ Oversaw the redesign of the website.

***Personal Portfolio***

*Extensive and varied—long and short works of fiction and nonfiction; poetry and plays.*

- ✧ Published work: chapters and essays in four books on environmentalism, essays in several magazines and journals, and a handful of poems; focus on ecology and economics.
- ✧ One nonfiction book in proposal to publishers; two more in proposal development.

**AWARDS &  
ACCOMPLISHMENTS**

- ✧ Certificate in Web Design & Development, Rutgers University, Institute for Management and Executive Development, Camden, NJ.
- ✧ Technical Writing Certificate, Middlesex County College Center for Continuing Education, Edison NJ.
- ✧ Albert Cope Scholarship, Pendle Hill, Media PA.
- ✧ Patrick D. Henry Writing Scholar, Earlham [Graduate] School of Religion, Richmond IN.
- ✧ Edward Tufte seminar—Visual Evidence Design.

**TECHNOLOGY**

Microsoft Office suite—advanced skill level. | HTML tags  
Design—Adobe Creative Suite CS4 & Quark; advanced skill level, Adobe InDesign, Photoshop.

**COMMUNITY  
WORK**

Trustee, Sourland Planning Council (nonprofit).  
Former member, Advisory Committee, American Indian Program, Cornell University.

**EMPLOYERS**

Consulting – Communications for startups	2009 – present	Various clients
W. Colston Leigh, Inc. – Head of Marketing	2000 – 2009	Speakers bureau
Trilogy Capital Management – Communications	1998 – 2000	Investment fund
Merrill Lynch – Senior Specialist	1996 – 1998	Research writer
Freelance writer and journalist	1986 – 1991	Newspapers & magazines

**EDUCATION**

BA, Rutgers the State University of New Jersey.