

Crina Ghib

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Event Manager | Operational Manager | Office Manager

Professional Profile

A purposeful and highly organised professional with 5+ years of experience in media, event management, philanthropy, and the charity sector. Expertise in stakeholder engagement, campaign planning, content creation, cultivation and stewardship strategies, administrative support, and financial due diligence. A strong academic foundation, including undergraduate and master's degrees in the Humanities and the Arts. Highly proficient in leveraging CRM platforms to enhance engagement and organisational success. Proven success to drive meaningful impact through strategic communication and effective relationship management. Passionate about addressing social inequalities, advancing community initiatives, and delivering transformative projects that foster social justice and community development.

Core Skills

- Event Management, Promotion, Fundraising Strategy
- Funding Management, Budget Management
- Stakeholder Relationship Management, Donor Cultivation
- Campaign Planning, Execution, Audience Engagement
- Office Management, Operational Management
- CRM Platforms (HubSpot, Salesforce, Blackbaud Grantmaking)
- Microsoft Office Suite (O365, Excel, Power Point, Power BI)
- Planning and Task Management (Microsoft Planner, Notion)
- Social Media Management, Content Creation (Cap Cut, Kanban, Lightroom, Snapseed, TikTok, Instagram)
- Communication Skills
- Negotiation Skills
- Team Collaboration
- Data Management
- Report Writing
- Prospect Research
- Proofreading
- Editing
- Research Skills
- Analytical Skills

Professional Experience

Bloomsday Film Festival Promoter (Event, Grant, and Social Media Management)

James Joyce Centre, London & Dublin

January 2025 – Present

- Assisted the festival director with preparing bid proposals for funding and budget planning, successfully securing a £15,000 grant in collaboration with the Adrian Brinkerhoff Poetry Foundation and the James Joyce Centre to support the festival.
- Managing social media platforms (Instagram, Threads, TikTok, and Facebook) to effectively promote the festival and engage with targeted audiences by creating successful campaigns and engaging posts.
- Collaborating with 200+ (and growing) filmmakers and directors globally to encourage submissions to the festival's panel.
- Conducting in-depth research on the filmmaking industry and validate submissions to ensure alignment with the festival's categories, including Literature, Poetry, Experimental, and Joycean Shorts and Features
- Member of festival's reviewing panel, providing detailed feedback to help select films for the festival.

Philanthropy Officer (Grant, Event and Administration Management)

The Mercers' Company, London

July 2023 – December 2024

Grants Operations and Grantmaking:

- Co-managed a portfolio of ten organisations funded under the Heritage & Arts programme and conducted visits to monitor and evaluate the impact of funding and to discuss potential future or additional funding proposals.

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- Functioned as the first point of contact for external enquiries and communications to the department regarding questions on funding, online seminar (webinar) launches, and assisted grantees with technical issues and in creating accounts onto the CRM system.
- Distributed all the funding application proposals, progress, and monitoring reports to the relevant grant programme manager, working with each programme of the philanthropy department: Church & Communities, Young People & Education and Older People & Housing.
- Provided high-quality administration of Blackbaud Grantmaking throughout the whole grants cycle, such as: uploading incoming correspondence from grantees, actively updating grantee records and bank details for payment processing following Committee meetings.
- Logged and processed grant applications, generated grant offer letters and any other relevant correspondence sent electronically and via post.
- Authorised release of 4 to 5 figure payments to up to 15-20 different organisations on a weekly basis.
- Created tailored reports from the database as required and prepared data for presentations and analysis to senior stakeholders.
- Created internal step-by-step guides on grants processing for the philanthropy team, actively updated and kept a record of the Operations Manual.
- Led philanthropy induction for new team members.

Administration and Events:

- Organised high-profile events, including receptions for 200 guests, comprising grantees, committee members, and internal and external stakeholders.
- Coordinated charity film screenings for 100 guests in collaboration with Young People & Education partners, as well as a Westminster Abbey trip for 50 guests as part of the Church & Community programme, involving clergy and committee members.
- Facilitated monthly learning partner events for up to 30 grantees to discuss grant-related challenges and achievements.
- Arranged Hall visits with the Heritage & Arts team for audiences ranging from school children to almshouse residents (ages 7 to 80).
- Organised internal stakeholder visits to external project locations to provide firsthand insight into project progress and the impact of funding.
- Scheduled internal and external meetings including booking rooms and arranged papers, food, and beverages menu options for catering through Salesforce.
- Organised travel and accommodation for an internal team of 12 people and 30+ Committee members and external stakeholders for internal or external events.
- Coordinated and drafted on behalf of the team, including internal monthly management information and routine information reports for the Deputy Clerk's updates for key internal stakeholders.
- Edit proofed, updated, and secured accuracy of the website content, ensured the Company's Philanthropic Programmes were fully updated on funder's networks and external directories.
- Distributed the Company's Annual Review to all relevant stakeholders, such as property, associated schools and churches, committee members of the companies and other livery companies of the city of London.
- Functioned as the main point of contact for suppliers and service providers, dealing with invoices and consulted with the Finance team to ensure all payments were authorised and made.

Business Development Manager

Bluetownonline Ltd, London

February 2023 – July 2023

- Secured 4 to 5 figure job board packages sold to HR personnel and UK companies.

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- Optimised job descriptions for clients to reach candidates with accurate skill set by adding relevant key words and publishing JDs on their behalf.
- Conducted business analysis and financial due diligence to identify growth opportunities and deliver tailored solutions.
- Utilised HubSpot and Salesforce to streamline account management and enhance client relationships.
- Contributed to sales targets by developing strategic approaches to business growth.

Training, Performance, and Development Coach (Fundraising Management)

One Sixty International, London

February 2020 – February 2023

- Successfully secured one-off and monthly philanthropic gifts ranging from £100 to £1,500 from individual donors for charities such as Centrepoin, Scope, and UNICEF. Signed up over 100 donors and sponsors to each of the three charities annually, generating approximately £10,000 to £15,000 per year in contributions for each of the respective charity.
- Designed and implemented KPI strategies and training programmes to improve team performance and goal alignment and provided actionable feedback and performance evaluations, driving professional growth to a team of 15 fundraisers.

Senior Team Leader (Fundraising Management)

Amnesty International UK, London

September 2019 – February 2020

- Team-led a team of six fundraisers to achieve and exceed fundraising targets, developing tailored strategies to drive performance and exceed KPIs.
- Fostered team spirit and maintained compliance with organisational standards.
- Successfully secured one-off and monthly philanthropic gifts ranging from £100 to £1,500 from individual donors, generating approximately £10,000 to £15,000 per year in contributions for the charity.

International Student Ambassador

Leeds Beckett University, Leeds

September 2016 – September 2019

- Organised campus tours and social events, bringing together students from all over the world and enhancing student engagement and satisfaction.
- Supported more than 100 international students per semester with academic advising and administrative services.

Education

Master of Arts in Social History, Leeds Beckett University, Leeds, UK | 2016–2017

Bachelor of Arts in English & Romanian Literature, Lucian Blaga University of Sibiu, Romania | 2013–2016

Certifications

- Content Marketing Certification (June 2021)
- Blackbaud Grantmaking Training (Aug 2023)
- Level 3 Personal Trainer Diploma (June 2024)
- Level 2 Fitness Instructor (Completed June 2024)
- Level 5 TEFL Diploma - Teaching English as a foreign language (May 2025)
- GDPR UK (Valid until Aug 2025)
- Safeguarding Children Level 2 (Valid until Aug 2025)
- First Aid Certification (Valid until July 2025)