

KIM BALKOVEC

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Summary

Communication specialist with applied experience in nonprofit, corporate, government, and education sectors, adept at performing in specialist or generalist roles as necessary to ensure team success. Skilled cultivator of constituent, sponsor, customer, and team relationships. Master storyteller able to translate complex business, technical, and data-driven information into clear, accurate, and actionable messaging leading to results.

Recent Experience

Army Air Force Exchange (AAFES)
Inventory Control Associate

Offutt AFB, NE
July 2025 to Present

- Ensure security of fixed assets, cash, and inventory via loss-prevention best practices
- Research, rectify, and document inventory receipt and supply chain issues
- Maintain inventory levels and build merchandise displays per standardized guidelines

Army Air Force Exchange (AAFES)
Customer Experience Associate

Offutt AFB, NE
October 2024 to July 2025

- Cultivated customer relationships to increase repeat business
- Identified and executed upselling and cross-selling opportunities
- Implemented loss prevention measures to reduce shrinkage and theft

Intercultural Senior Center
Director of Development

Omaha, NE
November 2023 to May 2024

- Researched and pursued grant funding and produced impact reports
- Directed giving campaigns, stewardship initiatives, and fundraising events
- Created newsletters, web and social media content, and donor communications

Papillion La Vista Community Schools Foundation
Database & Development Coordinator

Papillion, NE
August 2023 to October 2023

- Researched and pursued grant funding and corporate sponsorships
- Administered Blackbaud Raiser's Edge CRM system
- Produced fundraising management reports and funding proposals

University of Nebraska at Omaha
Project Manager

Omaha, NE
November 2021 to July 2023

- Researched federal grant funding opportunities; served as UNO campus trainer for GrantForward search engine; generated campus/college/unit grant funding reports
 - Created internal grant funding program RFPs/RFA; reviewed faculty grant proposals
 - Served as UNO campus trainer and liaison for NU system's proprietary internal funding management, event, and compliance/export control system
 - Managed CRM/listserv (HubSpot) and website (Cascade) content management accounts
 - Directed UNO's Research and Creative Activity Fair, comprising 500+ students, faculty advisors, campus partners, vendors, underwriters/sponsors, and community volunteers
 - Managed unit Federal Work Study job opportunities program
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Recent Experience (cont.)

Outlook Enrichment

Director of Fund Development

Omaha, NE

June 2021 to October 2021

- Researched and pursued grant funding opportunities
- Cultivated and stewarded major donors
- Developed and executed fundraising campaigns and donor engagement events
- Administered DonorPerfect CRM system and generated financial reports

Missionary Society of St. Columban

Development Officer

Bellevue, NE

March 2016 to June 2021

- Researched and pursued faith-based grant funding and produced impact reports
- Stewarded a portfolio of 150 major- and mid-level donors across a 24-state region
- Analyzed segmented donor data to create relationship-building strategies and proposals
- Created donor relations development collateral for print and electronic publication

Additional Experience

- TEAM Software, Inc., Technical Writer, Omaha, NE
 - Created technical documentation and maintained content management system
- University of Nebraska/Nebraska Educational Telecommunications, Business Development & Marketing Specialist, Omaha, NE/Lincoln, NE
 - Pursued corporate underwriting and sponsorships
 - Created proposals and marketing collateral
- University of Nebraska, Adjunct Faculty, Omaha, NE
 - Taught principles of media writing
- University of Nebraska, Membership Manager/Development Director, Omaha, NE
 - Directed giving campaigns, stewardship initiatives, and fundraising events
 - Created newsletters, web and social media content, and donor communications
 - Won Omaha Press Club award for excellence in newsletter creation

Education

University of Nebraska at Omaha School of Communication

- Bachelor of Arts (BA) in Communication
- Master of Arts (MA) in Communication

Strengths

Gallup CliftonStrengths:

1) Strategic; 2) Relator; 3) Achiever; 4) Intellection; 5-Input.

CFRE International:

Certified Fund Raising Executive (CFRE) Designation - Credential ID 75052

Toastmasters International:

Competent Communicator (CC) and Competent Leader (CL) Designations

Software Proficiencies:

Microsoft Office Suite, Adobe Creative Suite, Google Workspace, various CRM and CMS