

Sean Hoffmans

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EDUCATION

Kansas State University

Manhattan, KS

Bachelor of Science in Business Administration

Graduation: May 2025

- *Certificate in Professional Strategic Selling*

WORK EXPERIENCE

Pi Kappa Alpha Foundation, Remote

August 2023 – Present

Student Development Intern

- Solicit with undergraduates and alumni donors at the local level to generate donations ranging from \$20 to over \$1,000 for undergraduate student scholarship funds.
- Create fundraising campaigns at the undergraduate level to generate donations as well as new leads into our Customer Relationship Management system
- Contribute to numerous fundraising campaigns that generated over 2 million in donations from donors.
- Communicate directly with the Chief Development Officer on a regular basis to outline future donor solicitations, events, and overall professional development.

Kansas State University, Manhattan, KS

February 2024 – August 2024

Office of Recruitment and Admissions Intern

- Maintain a detailed database of over 3500 new students attending New Student Orientation.
- Communicate with students and parents via email with questions regarding their first year at K-State
- Facilitate small group discussions with incoming students to build community and belonging
- Coordinate logistical pieces of orientation with the 9 academic colleges and offices on campus
- Ensure all offices on campus including housing, dining, academic colleges, and student resource offices are prepared to new student orientation and onboarding before the Fall 2024 semester begins.

Kansas State Foundation, Manhattan, KS

February 2023 – April 2024

Strategic Solicitations Administrative Intern

- Supported various projects, including data entry, proofreading, and design of online giving pages, resulting in a 15% increase in online donations.
- Provided general backup and administrative support to the Strategic Solicitations team, as needed, to ensure the smooth operation of all team activities.
- Created and sent donor gift acknowledgements and notifications, ensuring that all donors were thanked promptly and accurately.
- Maintained a high level of confidentiality in all reporting and documentation, protecting the sensitive information of donors and the organization.
- Manage complex CRM system for 40 different accounts across the United States.

Leadership Experience

Kansas State University Interfraternity Council, Manhattan, KS

November 2022 – Present

Vice President of Recruitment Operations

- Plan, coordinate and operate recruitment events for all Fraternities at Kansas State University
- Hold meetings with all fraternity recruitment chairmen to discuss upcoming events, the progress of their chapters' recruitment, and help struggling chapters with recruitment.
- Track and store chapter number recruitment data for 21 organizations across campus at Kansas State University for semester reports and documentation.
- Manage complex CRM system for 21 different accounts.

