

DEBORAH GOMES CRANK

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Grants Specialist and Data Analyst

Summary

With over a decade collaborating with nonprofit organizations, I currently hold a position as a Grants Compliance Specialist at the Cultural Council for Palm Beach County. In this role, I review and process reimbursements while assisting over 60 funded cultural organizations in our community. Prior to this, I spent three years as a Grants and Proposals Manager for the Boca Raton Museum of Art. There, I managed the grant cycle of the entire grant portfolio, from applications to reports, which included grant research and writing, reimbursement requests, financial reporting, donor stewardship, and stakeholder engagement. With robust research and data analysis skills, I have developed a true passion for streamlining processes.

Work Experience

10/2024 - Present

Cultural Council for Palm Beach County - Nonprofit Organization

Lake Worth, FL

Grant Compliance Specialist

- Reviews and processes grants reimbursements ensuring compliance with Palm Beach County regulations.
- Assists with reimbursement training.
- Prepares and dispatches grant contracts for cultural organizations through DocuSign.
- Communicates with and offers support to over 60 grantees.
- Manages grant processes on Foundant Philanthropy Software.

10/2021 - 09/2024

Boca Raton Museum of Art - Museum/Nonprofit Organization

Boca Raton, FL

Grants and Proposals Manager

- Responsible for all grant-related processes such as researching new grant opportunities, writing applications, managing grant calendars, reimbursement requests, communication, deliverables, acknowledgments, and reports.
- Successfully secured and managed grant funds from foundations, corporations, and government.
- Designed proposals at request for prospective corporate and individual donors.
- Worked closely with all teams to ensure that grant requirements are met.
- Provided hands-on support in fundraising efforts and events.
- Managed complex budgets.
- Maintained updated physical and digital archives.
- Recorded payments and opportunities in Salesforce, created admission reports in Ticketure, and conducted prospect research on DonorSearch.

02/2021 - 09/2021

Avant Gallery

Aventura, FL

Art Consultant and Sales Associate

- Responsible for sales and client management, and content research.
- Created proposals for prospective clients, City officials, museums, and corporations.
- Wrote copy for social media and PR for media, including the Miami Herald.
- Inventory management on Art Galleria.

02/2020 - 04/2020

Haines Gallery

San Francisco, CA

Curatorial, Researcher, and Archivist

- Improved records management and developed archival good practices.
- Produced inventory for a decade of gallery's archives.
- Developed curatorial research for new exhibitions.

07/2015 - 08/2019

Inhotim Institute - Museum/Nonprofit Organization

Brazil

Curatorial Assistant and Grant Writer

- Responsible for grant writing, reporting and assisting the curators with projects management and research.
- Successfully wrote grant narratives and budgets for exhibitions.
- Wrote contract drafts and partnership agreements.
- Created request for proposals, quotations, and information.
- Researched and wrote didactics and labels for exhibitions.
- Performed as assisting editor for the department's publications.
- Liaised with high-profile international galleries, curators, and artists.
- Managed curatorial records and inventory of publications.
- Assisted high-profile artists with research and performance production.

01/2009 - 12/2012

Dom Cabral Foundation

Brazil

Assistant Researcher

- Development team assistant.
- Wrote proposals and presentations.
- Assisted with event planning: calendar, budget, supplies, and travel arrangements.

Volunteering Experience

09/2019 - 12/2019

San Mateo County History Museum Redwood City, CA

Cause: Arts and culture

Researched and wrote content for exhibitions.

Managed inventory in Past Perfect.

Assisted with installation of exhibitions.

Education

- 01/2012 - 12/2014 **Master of Arts in Social Sciences**
Federal University of Minas Gerais
Researcher part of Scientia: Theory and History of Science Group. Full scholarship awarded due to first place ranking on admission.
- 01/2007 - 12/2010 **Bachelor of Arts in Social Sciences**
Federal University of Minas Gerais
Awarded two research scholarships from Scientia: Theory and History of Science Group. Editor of the undergraduate journal.

Languages

- English - Fluent
- Portuguese - Fluent
- Italian - Intermediate

Skills

- SQL, Google Sheets, Microsoft Office, iWork, Google Docs, Salesforce, Canva, DonnorSearch, Ticketure, Art Galleria, File Maker, Past Perfect, Auction Flex, Social Media.

Courses & Certifications

- 08/2025 Data Analyst - Meta, Professional Certification
- 07/2024 Leveraging Generative AI for Social Impact Organizations - Michigan University, Professional Development Program
- 11/2022 Fundraising and Development - University of California Davis, Professional Development Program
- 02/2019 Project Management - Senac São Paulo, Specialization

References

Available upon request.