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## BENJAMIN J. DUFF

906-748-1728  
benjduff@gmail.com

217 Johnston St  
Sault Sainte Marie, MI  
49783

### Profile

Hardworking family man with a diverse background able to adapt to any business setting. Over 10 years experience in non-profit/for-profit development with an emphasis on online solutions. Over 11 years of retail customer service and management. My hope is to become an asset to your company.

### Experience

#### Web Development Manager, Autism Alliance of Michigan — 2012–Present

- Design of all print and online material.
- Webmaster of all AAoM Online properties ([www.aaomi.org](http://www.aaomi.org), [navigator.autismallianceofmichigan.org](http://navigator.autismallianceofmichigan.org), [www.aaomconference.org](http://www.aaomconference.org), [www.aaomgala.com](http://www.aaomgala.com)).
- Develop online fundraising strategy.
- Work with program and development staff to develop print materials to accompany programs and fundraising needs.
- Design and manage email marketing and fundraising materials.
- Oversee Google analytics.
- Maintain Google Apps (emails, calendars, drive, etc.) for AAoM.
- Assit in event planning, fundraising strategy and program initiatives.
- Set up and maintain payment gateways for all online transactions.
- Occasionally write blog articles and do presentations at conferences.

#### Program Director, Christian Freedom International — 2006–Present

- Hired in as program director.
  - Print and online fundraising strategy.
  - Oversee mail lists for both print and email campaigns
  - Oversaw brick and motor retail store; responsible for ordering, staffing, promotions.
  - Promoted to oversee all CFI web properties.
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- Website development.
  - Currently CFI's web consultant and podcast producer.

**Owner, Duff Designs — 2012—Present**

- Build and develop online and print solutions for clients.
- Help small and medium business's grow.
- Clients: Sault Sainte Marie, DDA, Echelon Front, Maxx Anderson, Brothers In Arms, Never Settle Consulting, Cup of The Day, Penny's Kitchen

**President, Corner Pieces Autism Charity—2010—Present**

- Help children with autism.
- Fundraising, marketing, program development.

**Market Leader, Lids/Hatworld Company — 2001 — 2006**

- In charge of 7 stores in the metro Detroit Area.
- Responsible for market sales goals, store sales, and employees.

**Warehouse Manger/Inside Sales, Sherwin Williams Paint, Co. —1997—2001**

- Responsible for warehouse, helping customers.

**Education**

**Mott Community College**

**Oakland Community College**

**Detroit College of Business**

**Skills**

Adobe Creative Suit, Wordpress (Illustrator, Photoshop, Endesign, Premiere, After Effects) , Wix, SquareSpace, Microsoft & Apple Business Software (Word, Pages, Keynote, Powerpoint, Excel, Numbers), Kindful, eTapestry, Retail Management, Google Apps, Mailchimp, Affinity Designer, Social Media, Google Analytics, Website set up, Online Ads, Podcasting, eCommerce (Square, WooCommerce, Shopify), Stripe, Paypal Pro set up, Retail/Event/Fundraising Management.

**References**

**Justin Knepper**, Sault Sainte Marie, DDA, 906-630-0579

**Tim Ellis**, Eagle Radio, 906-440-4890

**Jim Jacobson**, Christian Freedom International, 434-544-1417

**Tammy Morris**, Autism Alliance of Michigan, 248-914-5951

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**Jeremiah Dinnell**, Never Settle Consulting/ Echelon Front, 619-772-6420

**Jeremy LaValley**, Oxford Schools, 810-730-0560