



TRAVELING COFFEE GIRL

Operations Growth Consultant

Funding Strategy|Operations|Small Business & Nonprofit

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WEBSITE

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MEDIA KIT 2026-2027

Traveling Coffee Girl is personalized business support for entrepreneurs, nonprofits, and small businesses. I specialize in providing organized, reliable, and detail-oriented assistance to lighten your workload and give you time to concentrate on your goals.

STRENGTHENING YOUR BUSINESS.
PRIORITIZING YOUR TIME.

01

ABOUT ME

I have always been the go-to person keeping things running smoothly so leaders can focus on their vision and impact. Traveling Coffee Girl grew from my love of taking the load off my clients while their work gets done. My background includes office management, copywriting, and grant writing. Virtually or in-person, I can handle the details so you can focus on your vision and get back your life.

The Coffee? That's just a bonus.

MY FOCUS

- Direct, one-on-one support
- Flexible and adaptable to your needs
- Detail-oriented and reliable
- A partner who cares about your mission and success.

02

03

MY SERVICES

Operational Support

- Executive calendar & communication management
- Workflow organization & deadline tracking
- Document development & compliance structure

Funding & Revenue Alignment

- General operations grant strategy
- Proposal & LOI development
- Public media underwriting positioning
- Donor & stakeholder communications

Strategic Writing & Messaging

- Reports & board communications
- Public-facing materials and Public Relations
- Program narratives



ENGAGEMENT MODELS

LET'S WORK TOGETHER - YOUR VISION, MY COFFEE-FUELED MAGIC

Project-Based- Ready. Set. Go. The focus is on getting that one specific project across the finish line. Whether you have a project that's getting close to the deadline, has too many unfinished pieces, or you're still in the starting phase, I'll jump right in and keep the process running smoothly and stress free.

Monthly Retainer- Ongoing support that keeps your business going so you can focus on your goals (and maybe take a moment for a coffee break.)

Strategic Consulting Engagements- High-level guidance to align your business operations with a plan to make sure you're moving forward with toward your goals and creating long-term impact.

Customized -Every small business has different needs. We design a plan that fits your unique needs.

Let's connect !

We'll build a plan that fits your business needs.

Coffee included.

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<https://travelingcoffeegirl.com/contact/>