

JESSICA CLAIRE

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📍 100 Montgomery St. 10th
Floor

SKILLS

- Exceptional ability to ignite camaraderie amongst staff
- Creative problem solver
- Enjoy the engagement of cross-departmental teams to reach goals
- Thoughtful and patient service to faculty, staff and students
- Passionate supporter of mission-driven organizations
- Strong organizational skills
- Optimistic even in challenging situations
- Detail oriented in the achievement of a big-picture vision
- Extremely trustworthy with confidential information and situations
- Ability to manage multiple projects at one time

EDUCATION AND TRAINING

University of Phoenix
01/2004

Master of Arts: Organizational
Development

Arizona State University
01/1992

Bachelor of Arts Degree:
Communication, Interpersonal
Communication and Public Speech

SUMMARY

Seasoned and extremely creative professional with 35 years of optimistic and thoughtful leadership. Strong communicator with exceptional relationship-building skills. Highly organized, self-motivated and team-oriented to achieve organizational and departmental goals. Attention to detail while able to keep the big picture in view. Above all, encourages camaraderie and partnership between staff, students and stakeholders.

EXPERIENCE

The Leukemia & Lymphoma Society - Donor Database and Grants Administrator
Columbus, OH • 12/2019 - Current

- Process daily donor contributions through Raiser's Edge database with assurance of accuracy and confidentiality
- Manage CEO and COO calendars for critical grant application and reporting deadlines, donor meetings, etc.
- Track grant reporting compliance; provide administrative support to the process
- Produce financial contribution reports for monthly reconciliation meetings with the Finance department
- Created and now manage an in-kind donation program to ensure shelter and residential client needs are met on a monthly basis
- Design and implement development and donation website pages
- Provide leadership to seasonal department volunteers

Contra Costa Community College District - Executive Foundation Director
City, STATE • 06/2015 - 03/2019

- Led daily operations and philanthropic strategies for three independent 501(c)(3) foundations
- Fiscal oversight for \$14M combined budgets including endowments, restricted and unrestricted funds
- Facilitated outcomes for three separate Boards of Directors, six staff members, and five contractors
- Continued implementation of fiscal and operational procedures that reduced foundation costs Districtwide
- Ensured compliance and adherence to internal and external policies, procedures and 501(c)(3) best practice
- Ensured implementation of Salesforce nonprofit donor management module and aligned accounting practices with District

Diablo Valley College Foundation - Executive Director
City, STATE • 10/2006 - 06/2015

- Raised more than \$2,550,000 for student scholarships and programs, and college facilities
- Reestablished Board of Directors, and provided them with leadership that advanced the organization
- Repaired severed relationships and regained trust and support from 35+ estranged donors
- Cultivated and stewarded a personal portfolio of donor relationships for more than 100 major gifts donors
- Fiscal management of \$3.6M budget including endowments, restricted and unrestricted funds
- Implementation of Raisers Edge donor management system and accounting management software

Children's Hospital & Research Center Foundation - Director of Donor Stewardship
City, STATE • 12/2005 - 10/2006

- Implemented donor recognition and stewardship programs that strengthened and deepened relationships
- Facilitated fundraising focus groups with hospital and foundation staff to prioritize fundraising efforts
- Designed donor collateral that resulted in increased contributions and engagement from donors
- Provided Raisers Edge support to Major Gifts Officers for donor appeals, actions and pledge strategies

ACTIVITIES AND HONORS

Association of Fundraising Professionals Member -2012 - 2019 Network for California Community College Foundations - Board Member, 2017-2019 Committee member for the annual CASA Evening of Promise event - 2015 East Bay Leadership Council Philanthropy Awards Committee - 2011 - 2018 Concord Association for the Performing Arts (CAPA) - Board member, 2012 Certified Life Breakthrough Coach -Life Breakthrough Academy, 2011 to present Leadership Contra Costa - Graduate, 2005 Willows Theatre Company - Board member, 2005; Stage actor, 2003