

# JESSICA CLAIRE

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## 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.

## 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

## 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