

JENNIFER ALEXANDER-HILL

Seattle, WA

Phone: 609-240-3935 | Email: jsa.wa.us@gmail.com

LinkedIn: [/jsalexan](#) | Portfolio: [Portfolio \(jsalexan.github.io\)](#)

SUMMARY

Highly skilled non-profit professional with a background in management and full-stack website design, development, and management. Proven talent for quickly mastering new skills and problem solving with an emphasis on efficiency. Known among colleagues for creativity, strong vision, diplomacy, and work ethic.

TECHNICAL SKILLS

Frontend: *HTML5, CSS, JQuery, Javascript, Bootstrap, Bulma*

Backend: *MySQL, MongoDB, Express, ReactJS, Node, Handlebars, Webpack, GraphQL*

EXPERIENCE

Director of Development and Special Events

2017 – 2018

Seattle Girls Choir

Seattle, WA

Responsible for the management and execution (and in some cases, creation) of all fundraising, marketing, and special events for the non-profit organization. Acted as Executive Director and assisted in developing the role. Duties included fundraising, event management, database management, marketing/social media, and board management.

Key Accomplishments:

- Selected, implemented, and administered new CRM database
- Managed Wordpress website and guided redesign
- Implemented more robust social media program

Development Consultant

2012-2014

Rock Brook School

Skillman, NJ

Responsible for the creation and execution of fundraising, marketing, and special events for the private school for children with multiple disabilities. Oversaw redesign of the website. Launched social media program. Duties included fundraising, event management, and marketing/social media.

Key Accomplishments:

- Developed marketing and fundraising plans for the school.
- Managed Wordpress website and guided redesign

Manager of Corporate, Foundation, and Government Relations

2010 – 2012

Princeton University Art Museum

Princeton, NJ

Coordinated the Museum's fundraising efforts with corporations, foundations, and government supporters. Responsibilities included prospect research, cultivation, grant writing, reporting, and follow up.

Key Accomplishments:

- Collaborated on grants raising nearly 1 million dollars in funding for the museum
- Served as member and content creator for the Museum's social media team.
- Member of the Raiser's Edge Task Force for the department

Stewardship and Events Director

2006-2009

McCarter Theatre Center

Princeton, NJ

Responsible for planning and implementation of all fundraising events, including cultivation dinners, donor events, and our annual Gala. Also in charge of all Tessitura Software projects for the development department, including training, supervision of data entry, and enhancement projects.

Key Accomplishments:

- Surpassed the Gala income goal by \$40,000 in the first year netting \$210,000
- Composed original material for proposals, press releases, ads, letters to the editor, reports, blog posts, RFPs, events trailers, donor letters, and web copy
- Designed and crafted original and creative event materials including invitations, save-the-date cards, menus, place cards, brochures, fliers, and centerpieces.
- Presented on tracking donor research and managing campaigns using solicitation tracking programs at international Tessitura Database Software Conferences in Boston and Toronto.

EDUCATION**University of Washington**

Seattle, WA, Full Stack Web Development Bootcamp

Catholic University of America

Washington, D.C., Bachelor of Music, Voice, equivalency minor in Theatre Arts
Graduated with Honors

Princeton University, Manager Development Certificate program

Completed the following course work: *Managing Effective Interactions (Essentials of Leadership)*, *Legal Aspects of Supervision*, and *Developing and Delivering Successful Presentations*.

Natural Gourmet Institute

New York, NY, Professional Chef Training Program graduate