

JENNIFER ALEXANDER-HILL

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Profile

Highly creative and meticulously organized Development professional with proven ability to transform creative concepts into reality. Motivated, personable, and diplomatic. Thrives in deadline-driven environments. Proven talent for quickly mastering new skills and scheduling tasks with an emphasis on efficiency.

Skills Summary

- Grant writing
- Event Planning
- Database management
- Scheduling
- Grant management
- Computer savvy
- Correspondence
- VIP handling
- Team player
- Budgeting
- Excellent work ethic
- Volunteer coordination

Experience

PRINCETON UNIVERSITY ART MUSEUM

Development Coordinator – 2012 - present

- Writing grants and reports for government and foundation funders.
- Research and planning with the information technology department to set fundraising plan.

PRINCETON UNIVERSITY ART MUSEUM

Manager of Corporate, Foundation, and Government Relations – 2010-2011

- Coordinated the Museum's fundraising efforts with corporations, foundations, and government supporters. Responsibilities included prospect research, cultivation, grant writing, reporting, and follow-up.
 - Researched and wrote more than 40 Corporate, Foundation, and Government grant proposals and reports.
 - Worked with team of corporate volunteers to implement a new Corporate Sponsorship program. This involved extensive research, planning, development of benefits, and networking.
- Member of the Museum's Events Planning Team. Responsible for the overall coordination of a portion of the Museum's special events, e.g. opening receptions for exhibitions, cultivation dinners, and other events as assigned. Related tasks included budgeting, organizing invitation lists, developing invitation content, working with caterers and vendors, developing seating charts, preparing remarks, and overseeing events in progress.
 - Responsible for planning and executing all corporate solicitations for the annual gala benefit.
 - Responsible for planning and executing several museum events involving corporations and University departments, as well as managing our annual Fall Celebration. Currently planning and coordinating the VIP dinner for our upcoming Spring Celebration.

- Served as events advisor for our annual Nassau Street Sampler food festival. Provided support for the Student Outreach Coordinator to help think through planning issues, coordinate solicitations for participants, and design materials for the event itself.
- Additional projects.
 - Member of Museum's Social Media Committee. Tweeted and posted to Facebook on a weekly basis, as well as providing creative content for our bi-weekly newsletter.
 - Member of Museum's Raiser's Edge Task Force. Assisted in the creation and implementation of a Best Practices program for the Museum's database users.
 - Interim Manager of Young Professionals Group. While the regular manager was on maternity leave, worked with the volunteer committee to plan and market events for our younger constituents.
 - Search Committee. Active member of search/hiring committees for three vital Museum positions. Read hundreds of resumes, formulated interview questions, conducted interviews by phone and in person, and coordinated with the other team members to hire new staff members.

PRINCETON UNIVERSITY ART MUSEUM

Museum Assistant – 2009-2010 (eight month temporary position)

- Writing correspondence for the Director.
- Scheduling meetings and assisting with events, including management of Associate Director's calendar.
- Coordinating large mailings.
- Processing and tracking traveling exhibition proposals.
- Data entry and list management in Raiser's Edge.
- Special projects: several grant writing and reporting projects, phone tree management and upgrade, designed interim PARTNERS brochure, updating online calendars with Museum events, and assisting in the Museum Store.
- Museum Cashier: processing gifts and deposits and reconciling credit card statements.
- Answering phones, customer service, greeting Museum visitors, filing, ordering supplies, general organization, meeting minutes, and other administrative duties.

MCCARTER THEATRE CENTER, PRINCETON, NJ

Stewardship and Events Director – 2006-2009

- Responsible for planning and implementation of all fundraising events, including cultivation dinners, Trustee events, donor events, and the annual Gala.
 - Surpassed the Gala income goal by \$40,000 in the first year netting \$210,000.
 - Won praise for creative rebranding and redesign of McCarter's Gala event.
- Composed original material for proposals (individual and corporate), 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.
 - Creator and manager of the *Guitar Project* and the *Raindrops Project* which brought celebrities, professional artists and local artists together to create centerpieces and auction items for the annual Gala. These projects netted the theatre thousands of dollars in additional revenue and brought much needed publicity to the events.
- In charge of all Tessitura Software (database) projects for the Development department, including training, supervision of data entry, and enhancement projects.
 - Conceived and wrote 12 pages of mail merge code to streamline the acknowledgment letter process to a one-step system, saving the department hours of time each week.
 - Worked with the IT department to create a donor information report extracting information from different parts of the database.

- Developed new standard gift entry procedures and training materials for Audience Services team.
- Designed a quarterly e-newsletter for donors.
- In charge of Opening Night VIP and Donor invitation lists, mailings, RSVPs, seating and ticketing.

Manager of Special Projects – 2005-2006

Maintained the responsibilities of my previous positions, with the addition of the following projects:

- Creator and manager of ACT II, a social group for donors between the ages of 25 and 45.
- Coordinated staffing and volunteer logistics for Annual Gala.
 - Created personalized tracks for each worker and timelines of all the evening's events from set-up to clean-up making for a more efficient use of time.
- Coordinated staff events, donor events and cultivation dinners.
- Managed a Development research project using Larkspur Data's *Prospects of Wealth* to collect information on prospective donors. Worked with IT to develop new ways to track this information in Tessitura.
- Assisted with VIP ticketing for Major Donors and Trustees.
- Assisted in redesigning the Development portion of McCarter's new website.

Acting Annual Fund Manager/Telefundraising Manager – 2005

While maintaining all the responsibilities of my full time position, took over many of the responsibilities of our Annual Fund manager during her extended maternity leave.

Responsibilities and successes:

- Achieved Annual Fund campaign goal of \$350,000.
- Managed and worked in-house telefundraising campaign which raised \$135,000.
- Compiled lists of donors to be solicited and composed campaign letters.
- Created several successful marketing promotions sent to subscribers and donors.
- Worked with Director of Development and Marketing department to design new Annual Fund brochures.
- Developed and implemented new system for tracking grant schedules and corporate solicitations in the Tessitura database.

Development Coordinator – 2003-2005

- Charged and batched all donations into database.
- Processed all acknowledgment letters and tax letters.
- Composed personalized acknowledgment letters for all corporate gifts.
- Tracked all telefundraising solicitations.
- Prospect research on corporations and foundations.
- Served as McCarter's Volunteer Coordinator: responsible for recruiting volunteers and acted as staff liaison for the Associate Board, McCarter's volunteer board.
 - Began the process of expanding McCarter's volunteer pool by marketing the Theatre's opportunities and developing a training and interview process.
- Compiled and edited all donor listings for programs and donor boards.
- In charge of coordinating quarterly forecast meetings and tracking all departmental expenses.
- Assisted with annual Gala, mini-benefit, opening nights, and donor events.

AMERICAN BALLET THEATRE, NEW YORK, NY
Special Events Assistant – 2002-2003

Assisted with the Galas and helped with preparations for our Los Angeles events.

- Charged and batched all gifts into database, Raiser's Edge.
- Maintained detailed financial records for every event.
- Tracked RSVPs.
- Built queries to compile guest lists.
- Organized mass mailings and correspondence.

Conferences

2006 Tessitura Conference in Toronto

Presented on tracking donor research and moderated a Development forum.

2005 Tessitura conference in Boston

Presented on managing campaigns using solicitation tracking programs.

Education

Catholic University of America, Benjamin T. Rome School of Music

Washington, D.C., Bachelor of Music, Voice, equivalency minor in Theatre Arts, 1994
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.

Mercer County Community College

Writing Effective Grant Proposals, 2005

Natural Gourmet Institute

New York, NY, Profession Chef Training Program graduate, 2001