

JESSICA R. RAMIREZ

PROFESSIONAL PROFILE:

Senior professional with over 20 years of non-profit experience in fundraising, capital campaigns, special event planning, strategic planning, marketing/communications and grant writing. Success in executing individual and major gift solicitations with strong skill sets in donor cultivation and stewardship. Exceptional board development and support. Solid organizational traits collaborated with excellent time management to handle multiple tasks. Excellent communications and inter-personal skills. Thrive in a fast-paced work environment.

EMPLOYMENT:

Metropolitan Community College, Kansas City, Missouri, September 2016-present

Executive Director at MCC Foundation. Serves as the College's chief development officer. Manage, develop, staff, organize and execute fundraising efforts including capital campaigns. Work across the MCC system and externally build support for fundraising to build a culture of philanthropy. Work with Chancellor and Executive Cabinet Leadership to identify priorities and secure funding. Provide leadership and vision for the College's development strategies; manage the college's fundraising goals, including alumni engagement. Responsible for providing vision, leadership, strategic direction and day-to-day management of the MCC Foundation staff working closely with the Board of Directors. Increase brand awareness and positive image through public relations, communications, local, regional and national media and networking.

Saint Luke's Foundation, Kansas City, Missouri, January 2011-September 2016

Senior Development Director at Saint Luke's East Hospital. In charge of all fundraising activities for the hospital campus. Annual development of: fundraising plan, major gift solicitation, prospects, naming opportunities and special event logistics. Contact with donor and grateful patients during hospital experiences. Transcended and delivered the largest net-driven special event in the Saint Luke's Health System for Saint Luke's East Hospital. Delivered the first donor stewardship hospital program. Completed and directed the first donor naming opportunities. Presentations to hospital board of director members, hospital executives and system leadership, medical staff and hospital managers. Prepared and participated with the CEO of SLEH in solicitation calls and donor stewardship. Provide direction of marketing and communication materials regarding charitable giving and philanthropic efforts (e.g. annual report, quarterly CEO Insider Letters). Manage donor encounters in donor software (Raisers Edge). Supervise staff, interns and volunteers. Hospital representation on community boards of directors. Annual fundraising proceeds of \$500,000.

Development Director at Cabot Westside Medical and Dental Center. Developed and implemented fundraising plan for a safety-net clinic (Cabot Westside Medical and Dental Center) for a predominately Spanish-speaking uninsured population with emphasis on grant writing and reporting; corporate and individual gift solicitations; and special events. Planned and implemented all direct fundraising appeals. Created and executed two annual special events targeting corporate and individual giving with current and past board member involvement. Developed and created college intern program with a partnership at a local university. Supervise staff and interns. Annual fundraising proceeds of \$500,000.

Firsthand experiences with medical and dental providers; clinic and hospital leadership; and a 12-member board of directors in creating and sustaining programs. Managed and supervised a team of staff and interns on daily projects. Supervised and managed capital campaign. Facilitated clinic tours with prospective donors. Communicated and worked closely with accountants on the management of grant funds and donations. Created and expanded annual report to donors.

Metropolitan Community College Foundation, Kansas City, Missouri, 2008- 2011

Community Relations & Fundraising Manager. Managed and created all scholarships and endowments for the five campuses. Supervised and managed the Henry Block Scholarship Program and annual events. Worked and communicated with donors and foundation representatives. Administered annual scholarship booklet and led the initiative for on-line reviewing. Managed and improved community visibility of the five campuses through special events by assisting with the development of the Five Star Gala. Supervised and worked directly with campus leadership and artists with all gallery opening receptions at the Penn Valley Campus. Attended and publicized all donor receptions and special recognitions. Planned and executed two annual donor recognition events.

Supervised and maintained Foundation website with information, news articles and photos. Directed and facilitated Vision Legacy Committee comprised of high profile alums through planned giving. Assisted and communicated the selling of tax credits for a \$12 million capital campaign. Coordinated and managed annual appeal. Supervised and managed annual donor phone-a-thon event with student volunteers and staff. Lead and managed staff meetings. Maintained and kept current the Donor Edge profile. Created and worked directly with campus leadership to develop the first nursing alum event. Worked and communicated directly with campus presidents and administration in creating and sustaining programs. Created and delivered new graduation certificates for graduation ceremonies. Developed and resurrected the Foundation Newsletter. Developed and implemented donor profiles on all scholarship and endowment funds.

Project AIM, Raytown, Missouri, 1998-2006

Executive Director, formerly Community Outreach Coordinator; Associate Director and Interim Executive Director. Supervised and managed staff, volunteers and interns. Developed and facilitated workshops. Attended national conferences and facilitated workshops. Led exhibits at local and national conferences. Supervised and managed 40+ youth and community members at national conferences. Managed and supervised all fundraising efforts. Supervised and lead a national service day weekend for three consecutive years with recognition as largest service site. Successfully managed and led the agency through personnel litigation.

Turned around a failing organization by increasing revenues by 20% through the implementation of client-fee based revenue. Developed and implemented agency policies and procedures. Worked with agency leadership and board members and managed the filing process of not-profit status.

EDUCATION:

- **Fundraising Certificate Classes**, Midwest Center for Nonprofit Leadership, Department of Public Affairs in the Bloch School of Business and Public Administration at UMKC, January 2009
- **Master of Arts in Management and Leadership**, May 2007
Webster University, Kansas City, Missouri
- **Bachelor of Social Work**, 1999
Central Missouri State University, Warrensburg, Missouri
- **Associate in Arts Degree**, 1996
Longview Community College, Lee's Summit, Missouri

AWARDS & HONORS:

- **“Up and Coming”** Award presented by Project Equality, November 2005
- Nominated as one of **Kansas City's Up & Coming 25 Hispanics** by Dos Mundos Bilingual Newspaper, July 2005
- **Champion of Youth** Award presented by the Youth Recognition Board, February 2000

COMMUNITY INVOLVEMENT:

- Board member of **Kansas City Healthy Kids**, December 2016-present
- Appointed to the **University of Central Missouri Alumni Board of Directors**, May 2011-present
- Foster Parent at **KC Pet Project**, November 2016-present