

Jonathan is a creative-minded fundraising professional with high attention to accuracy and efficiency.

WORK EXPERIENCE

Development Associate St. Vincent de Paul Louisville

07/2018 – Present

Achievements/Tasks

- Implemented new barcoding system for direct mail appeals to assist in automating gift processing using Raiser's Edge batch feature.
- Used Raiser's Edge to record 400 gift batches over a 12 month period at an average rate of 300 donations per week.
- Created and maintained over 20 different targeted mailing lists per year.
- Executed monthly database reconciliations with Finance.

Development Coordinator Louisville Ballet

07/2017 – 06/2018

Achievements/Tasks

- Used eTapestry to plan and execute Fall 2017 appeal, reaching over 14,000 constituents.
- Planned and managed 11 cultivation and stewardship events.
- Directed collateral design for the development department.
- Managed over 25 volunteers for department-related events.
- Executed grant reporting for Fund for the Arts, Louisville Metro, and KY Arts Council.

Executive Administrative Assistant Rotary Club of Louisville

04/2016 – 07/2017

Achievements/Tasks

- Awarded "Best Newsletter – Large Club Division" at 2017 Rotary District 6710 Conference.
- Reduced quarterly invoicing processing period by 1/2 utilizing advanced QuickBooks invoicing features.
- Executed quarterly "pledge-reminder" to collect membership dues.
- Maintained the club's financial accuracy and completed monthly reconciliation projects, and prepared financial reports.

EDUCATION

Master of Arts - Arts Administration University of Kentucky

08/2017 – 08/2019

4.0

Master of Music - Trumpet Performance University of Louisville

08/2011 – 05/2013

3.96

SKILLS

Raiser's Edge eTapestry Grant Writing

Adobe Creative Suite Canva

Data Management Strategic Planning

Teaching/Training Network for Good

GiveGab BidPal GiveSmart

Web Design QuickBooks Google Suite

Microsoft Office Suite

PERSONAL PROJECTS

ArtsTransport (10/2018 – Present)

- Founder

Louisville Pride Foundation (06/2019 – Present)

- Festival Committee Member

Louisville Civic Orchestra (06/2018 – Present)

- Vice President/Principal Trumpet
- Marketing Committee Chair
- Fundraising Committee Chair
- In-house Graphic Designer

Louisville Civic Orchestra (05/2015 – 06/2018)

- Secretary/Principal Trumpet
- Nominating Committee Chair
- Grants Writer
- Website/Social Media Manager

Third Lutheran Church (01/2019 – Present)

- Church Council Member
- Cantor, Special Music Director

AFFILIATIONS

Association of Fundraising Professionals

Louisville Federation of Musicians

Omicron Delta Kappa Phi Mu Alpha

Louisville Academy of Music