



# Jeff Faes

## GRAPHIC DESIGNER

As a recent alum of the Graphic Design Program at UC Berkeley Extension, I'm excited to convert my talent and passion for design into a full-time role. My career transition is complemented by 15 years of leadership positions in nonprofit communications where I became skilled in website design and content management, email marketing, grant writing, event logistics, volunteer program management, Salesforce administration, and individual donor solicitation. I've developed a strong interpersonal skillset through direct human services work in San Francisco and as a Peace Corps volunteer overseas.

## PROFESSIONAL EXPERIENCE

### Streetside Stories

**DIRECTOR OF DEVELOPMENT & COMMUNICATIONS** (FEB 2012 - OCT 2018)

- Designed and produced all external communications and marketing platforms including: website, quarterly newsletter, donor appeal letters, social media, and student gallery.
- Oversaw the organization's fundraising plan (budget \$800k) and exceeded all annual goals. Managed calendar of grant proposals and reports for public contracts, institutional, and individual donor development.
- Served on executive leadership team to guide all major organizational decisions.
- As Salesforce CRM Admin: managed all data design & expanded data tracking capacity.

### Larkin Street Youth Services

**GRANTS MANAGER** (JAN 2009 - JAN 2011)

- Wrote compelling proposals and reports for the agency's 25 diverse programs; Exceeded \$1.4M annual fundraising goal from private institutions.
- Cultivated new foundation and corporate donors and maintained relationships with more than 80 institutional funders.

**COMMUNITY RELATIONS MANAGER** (OCT 2006 - JAN 2009)

- Managed group volunteer projects and supported all areas of Fundraising and Events.
- Led monthly community info. sessions and represented the organization at public events.

### AIDS Walk San Francisco

**MARKETING PRODUCTION COORDINATOR** (APR 2006 - JUL 2006)

- Developed and managed promotional materials and mailers.
- Supervised volunteers in marketing, bulk mailing, and event photography.

### Peace Corps Fiji

**SCHOOL PROGRAM ADVISOR** (SEP 2003 - NOV 2005)

- Placed by U.S. Peace Corps to aid CATD, a rural vocational school serving at-risk teens from Fiji's remote outer islands.
- Conducted research surveys, established a school library, and provided 300+ hours of computer training for school teaching staff.

## CONTACT

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## PORTFOLIO

- 🖱️ [www.jefffaes.com](http://www.jefffaes.com)

## EDUCATION

**Graphic Design Certificate**

UC Berkeley Extension (2018)

Design Fundamentals, Adobe CC, Typography, HTML & CSS

**B.A. Communications**

**B.A. Sociology**

UCLA (2003)

*Magna Cum Laude*

## SOFTWARE

Adobe Illustrator  
Adobe Photoshop  
Adobe InDesign  
Microsoft Office Suite  
Salesforce CRM  
Blackbaud Raiser's Edge