




Jessica Wright

A nonprofit executive assistant with eight years of experience providing administrative support to nonprofit directors and board members. Skilled in grant coordination, donor relations, and event planning. Passionate about supporting organizations that drive positive social change while ensuring seamless executive operations.

CONTACT

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 LinkedIn | Portfolio

 Seattle, WA

KEY SKILLS

- Executive scheduling and correspondence
- Donor and stakeholder relations
- Grant research and tracking
- Fundraising and event coordination
- Board meeting preparation

PROFESSIONAL EXPERIENCE

September 2019 - Present

Nonprofit Executive Assistant | Hope for Change Foundation | Seattle, WA

- Provide executive support to the nonprofit's Executive Director, including calendar management, meeting coordination, and donor outreach
- Oversee grant tracking and compliance, ensuring deadlines are met and reporting requirements are fulfilled
- Assist in fundraising efforts, organizing annual galas and donor appreciation events, raising over \$500,000 annually

June 2016 - September 2019

Administrative Coordinator | Evergreen Community Initiatives | Seattle, WA

- Managed office operations, vendor contracts, and expense tracking to support program initiatives
- Drafted donor thank-you letters and managed CRM software to improve donor engagement and retention
- Assisted in board meeting preparations, ensuring accurate minutes and timely follow-ups on action items

EDUCATION

Bachelor of Arts (B.A.), Public Administration

University of Washington | May 2016