**CRYSTAL K. JONES**

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**Summary of Skills**

* Over ten years of progressively responsible experience in developing, administering and marketing philanthropic revenue
* Excellent networking and communication skills, skilled at analyzing relationships and developing strategies to cultivate, solicit and steward relationships
* Accomplished at building and managing relationships that foster mentoring, collaboration, and business opportunities
* Experienced in the strategic visioning and development of programs designed to promote diversity in higher education and increasing opportunities for understanding and inclusion
* Over five years experience in program development and external affairs for non-profit organizations

**Professional Experience**

**Senior Advancement Officer**

**Scripps College** – October 2012 – Present

Responsibilities include leading the fundraising activities focused on securing major gifts from individuals in the California Peninsula, Washington, and Oregon regions for the Scripps College *We Want More* Campaign 2018; identifying, cultivating and stewarding relationships with high net worth individuals, advancing the college and creating strategies with the advancement team to raise $175,000,000. Managing a portfolio of over 150 prospects.

**Accomplishments**

* In the first 18 months raising over $950,000 in campaign gifts from alumnae, parents and friends of the College
* Leveraging relationships with the Scripps College President in each region
* Creating a high level volunteer board, the National Major Gift Committee comprised of campaign donors to be used to leverage relationships across the nation
* Identified and cultivated the 2014 Scripps College graduation speaker, Nonie Creme, who was unengaged from the college since her graduation in the 90’s

**Development Officer**

**Smith College** -- February 2010 – October 2012

Responsibilities included leading the Smith 2016 Campaign development efforts involved in securing major gifts from individuals in Southern California, Pennsylvania, New York, North and South Carolina; identified, cultivated and stewarded relationships with high net worth individuals to advance the organization in creating strategies with the international development team to raise $500,000,000.00. Managed a portfolio of over 250 prospects.

**Accomplishments**

* Identified, cultivated, solicited and secured gifts from prospects at the $100,000 + level
* Led the efforts in each region by leveraging relationships with the Smith College President, key faculty members and key volunteers
* Identified and cultivated a key relationship that resulted in securing the 2012 Smith College graduation speaker, actress Jane Lynch

**Associate Director of Development**

**Facing History and Ourselves,** **Pasadena, CA** -- October 2008 - December 2009

Responsibilities included leading all of the development efforts for the Los Angeles region, building relationships with high net worth individuals to advance the organization and creating strategies with the development team to raise the majority of the $16 million budget.

**Accomplishments**

* Led the L.A. office in the creation of three stewardship and cultivation projects and one fundraising event raising over $475,000
* Created strategies to cultivate new and existing foundations and corporations. Submitted proposals both approved and pending totaling over $100,000
* Created the Advisory Board’s Nominations Committee

**Major Gift Officer**

**California Community Foundation, Los Angeles, CA** -- June 2007 - October 2008

Responsibilities included creating the new development department within the donor relations division by designing the infrastructure to establish a donor cultivation and solicitation program, building relationships with high net worth individuals and community leaders, and establishing partnerships with countywide cultural institutions to fulfill the goals of a grant from the Irvine Foundation.

**Accomplishments**

* Developed strategies for and managed the $2 million Arts and Culture Fund, created a cultivation plan for 70-100 prospects for this fund and raised over $200,000 from new donors
* Led and managed a complex team of foundations, independent contractors and fellow staffers to produce an unprecedented retrospective art exhibition stewarding and cultivating over 300 donors and prospects
* Used entrepreneurial skills to build the Donor and Prospect Research department in the division

**Associate Director of Development, Social Sciences**

**UCLA, Los Angeles, CA** -- November 2004 - May 2007

Responsibilities included working closely with the Dean of Social Sciences to establish the division’s funding needs, communicating regularly with the Dean and Department Chairpersons identifying and cultivating individual prospects and creating a systematic and sustainable model of donor stewardship for the division.

**Accomplishments**

* As the result of strategic cultivation and stewardship, solicited and secured gifts totaling over $1.3 million to create faculty chairs, graduate scholarships and to support faculty and graduate research for the division
* Through one-on-one meetings and leveraging key relationships, created an advisory council for the History Department that engaged high net worth alumni and raised an initial $80,000 for the department
* Managed a portfolio that grew from 25 to 100 active prospects and donors

**Volunteer Experience**

**Trustee**

**Scripps College / Board of Trustees, Claremont, CA** --September 2002 - June 2008

Served on a body of 36 trustees with fiduciary and college governance responsibilities. Participated on the following board committees: Nominations and Governance, Institutional Advancement, Ad Hoc Diversity, Buildings and Grounds, Admissions and Student Affairs.

* Oversaw the institution’s Strategic Planning Process and participated in prioritizing the strategies and tactics needed to implement the plan
* Participated in the college Presidential transition process which included working with the interim College President and conducting interviews with three College President candidates
* Implemented yearly sensitivity training for the Board

**Professional Development**

**CASE Minority Advancement Institute** -- November 2010

**Smith College Executive Education** **Leadership Consortium** -- July 2011

**Education**

Bachelor of Arts degree in Psychology

Scripps College**,** Claremont, CA