

JASON LI

EXECUTIVE ASSISTANT

Phone: (415) 123-9876
Mail: jason.li@gmail.com

Address: United States, San Francisco, CA



Organized and detail-oriented Nonprofit Executive Assistant with 9 years of experience supporting executive directors in nonprofit environments. Skilled in donor relations, event planning, and grant writing, with a proven record of enhancing operational efficiency.

EXPERIENCE

March 2019 - Now

Executive Assistant to
the Director

Bay Area Youth Foundation / United States, San Francisco, CA

- Organize quarterly donor events, helping to increase donations by 30% in the past year.
- Manage the director's schedule, coordinating with donors, board members, and volunteers.
- Assist with grant research and application processes, securing 0,000 in new funding.
- Track and report on the foundation's budget, ensuring adherence to donor guidelines.

January 2016 - February 2019

Administrative
Coordinator

Green Earth Initiative / United States, San Francisco, CA

- Developed a volunteer tracking system, improving volunteer engagement and retention.
- Supported the leadership team with communications and community outreach projects.

EDUCATION

April 2011 - May 2015

Bachelor of Arts in
Nonprofit Management

University of San Francisco / United States, San Francisco, CA

Event Planning
Certificate

San Francisco State University / Completed: January 2022

SKILLS

Donor relations and CRM software
(Salesforce)

Expert

Grant writing and research

Expert

Budgeting and financial reporting

Expert

Volunteer coordination and
engagement

Expert

Event planning and community
outreach

Expert