

JAIME CHANDRA KOZLOWSKI

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SENIOR NON-PROFIT COMMUNICATIONS PROFESSIONAL

A dynamic professional with 13 years of non-profit experience and a diverse multi-tool of skills. Jaime combines the creative and technical with expertise in marketing, communication, graphic design, business process improvement, and thought leadership. Skilled at cross-functional team collaboration across time zones, virtual engagement, and project management to streamline processes, build morale, and increase client satisfaction. An effective communicator with a keen ability to distill complex technical information to less technical professionals and clients, all while making it fun. Jaime is a proactive leader and goal-oriented team player who knows how to focus projects along the critical path.

CORE STRENGTHS

- Project management
- Health education & advocacy
- Proposal & grant writing
- Communications
- Training design & delivery
- NPO administration
- Process optimization
- Graphic design & web development
- Digital & traditional marketing

TECHNICAL SKILLS & PLATFORM EXPERIENCE

OFFICE & CLOUD PLATFORMS	MS Office: Outlook, Word, Excel, PowerPoint; iWork, iCloud, Google Workspace, Box
PROJECT MANAGEMENT & CRM	Microsoft Project & Teams, Salesforce, Zoho, Basecamp, Asana, Adobe Workfront
ADOBE CC	Acrobat, After Effects, Dreamweaver, Illustrator, InDesign, Photoshop, Premiere, XD
EMAIL AUTOMATION	MailChimp, HubSpot, iContact, Constant Contact, Eloqua, HubSpot
SEM/SMM	Google Adwords, Bing Ads, Yahoo Ads; Facebook, Twitter, Instagram
NON-PROFIT	Candid (Guidestar + Foundation Center), Network for Good, TechSoup, DonorPerfect
OPERATING SYSTEMS	Expert-level Mac OS X and Windows; Experienced with Linux, Unix, and FreeBSD

PROFESSIONAL EXPERIENCE

ELOHEE RETREAT CENTER, INC. 501(c)3, SAUTEE NACOOCHEE, GA 2/2021 – 06/2021

BUSINESS SYSTEMS CONSULTANT

- Increased overall efficiency through implementation of technology for each stage of the retreat booking process, overhauling the contract procedure, and streamlining booking procedures.
- Designed and implemented staff and volunteer trainings on new processes and technology.
- Significantly lowered overall operating expenses by reducing technology costs and streamlining workflow.

ENTHUSIASTIC CONSENT, INC. 501(c)3, ATLANTA, GA 07/2018 – 06/2021

EXECUTIVE DIRECTOR

- Established the 501(c)3 in 2018 and co-founded 11th Principle: Consent in 2012, the primary program.
- Responsible for program management, public relations and communications, non-profit business administration, graphic design, and print production.
- Facilitated partnerships with sexual violence and harm reduction non-profits.
- Created educational resources that have been translated and included in multiple textbooks.
- Recruited and trained volunteers to prepare them for leadership roles and NPO administration.

SILVERMAN CONSTRUCTION PROGRAM MANAGEMENT, INC, ATLANTA, GA 03/2016 – 10/2020

MARKETING AND IT COORDINATOR; PROJECT COORDINATOR

- Managed relationships with philanthropic foundations, non-profits, and other “for purpose” organizations.
- Designed and delivered companywide training for newly implemented Cloud-based file storage system.
- Provide technical support & training for proprietary construction project management product, Spitfire.
- Responsible for RFP tracking, proposals, marketing presentations, and speech writing for the CEO.
- Received expert training and mentorship in professional Project Management.

PROFESSIONAL EXPERIENCE (CONTINUED)

LACLEDE, INC – LUVENA AND SALIVEA, RANCHO DOMINGUEZ, CA 01/2016 – 03/2020

MARKETING AND SALES REPRESENTATIVE

- Traveled to medical conferences to educate licensed medical providers on the active ingredients and benefits of the enzyme-based product lines: Luvena (women’s health) and Salivea (oral hygiene).
- Attended patient seminars for rare disorders to explain product benefits and provide samples.

FEMINIST WOMEN’S HEALTH CENTER, INC. 501(C)3, ATLANTA, GA 08/2011 – 03/2016

MARKETING AND COMMUNICATIONS MANAGER

- Responsible for the instructional design and delivery for staff, intern, and volunteer trainings.
- Spearheaded development and implementation of Customer Satisfaction Surveys.
- Developed new website and custom forms, increasing volunteer capacity and staff efficiency, implemented responsive mobile-friendly and managed project team for bilingual functionality.
- Directed brand identity, created brand standards, and managed all marketing efforts.
- Designed and produced marketing collateral, including digital, print, and promotional giveaways.
- Responsible for marketing plans, timelines, project management, and an annual budget of \$100k.
- Assisted Development Manager and Executive Director with event planning for annual awards gala.

THE ABUNDANCE FOUNDATION, INC. 501(C)3, PITTSBORO, NC 05/2008 – 03/2011

MARKETING, COMMUNICATIONS, AND IT MANAGER

- Streamlined IT processes and organization of information by implementing a multi-user cloud-based system.
- Served as event organizer and Master of Ceremonies for Pecha Kucha Pittsboro (similar to TedTalks).
- Designed training strategy for staff and volunteers on organizational process and new technology.

MICAH PARKER ARTWORKS, SARASOTA, FL / REMOTE 08/2003 – 01/2009

PRODUCTION ASSOCIATE (2003-2004), IT SPECIALIST (2004-2005), IT PROJECT MANAGER (2005-2009)

- Implemented a hybrid OS X and Windows network, converted workstations, developed and delivered training to employees with no prior experience on Mac OS X.
- Managed offsite contracted developers in the creation of custom e-commerce and production management systems that implemented functionality for fully customizable product lines.

NOMADIC DESIGN, LAKE LAND, FL / REMOTE 02/2000 – 03/2007

SENIOR DEVELOPER (2000–2003), SERVER ADMINISTRATOR (2004-2007)

- Developed dynamic websites, including custom programming and database architecture.
- Maintained server functionality, upgrades, DNS, and databases for over 30 websites.
- Provided e-commerce and CMS training and technical support to clients virtually and in-person.

EDUCATION, LICENSES & CERTIFICATIONS

Bachelor of Arts, Psychology & Sociology, Charter Oak State College, New Britain, CT, 2012

Associate of Arts, Computer Science & Business, State College of Florida, Bradenton, FL, 2005

Inclusive Leadership - Professional Certificate, CatalystX, September 2018

Diversity, Inclusion, and Belonging for All - Professional Certificate, LinkedIn Learning, August 2020

AWARDS, DESIGNATIONS & MEMBERSHIPS

President, Board of Directors, 1:11 Haven for Healing and Art, 2021 - Present

President, Board of Directors, Enthusiastic Consent, Inc, 2018 - Present

Vice President, Board of Directors, PLENTY Currency Cooperative, 2009 - 2011

Silver Award, Girl Scouts of America, 1995