

ARWYN • M • JACKSON

Motivated professional who brings clarity of vision and a proven record of organizational development, customer service, fundraising success and volunteer management. Adept at expertly communicating mission to a diverse group of audiences based on individual interests and needs. Exceptional skills in building and developing positive and cooperative relationships both internally and externally. Highly entrepreneurial, creative, and resourceful team player.

PROFESSIONAL EXPERIENCE

POLITICAL

HAWAII HOUSE OF REPRESENTATIVES, Honolulu, HI [REDACTED] -Present

House Minority Research Office

Director [REDACTED] -Present)

Lead a team of 4 permanent staff and 4 seasonal session staff in support of the 7 Minority Caucus members in:

- Researching, analyzing, and preparing written materials on public policy initiatives and specific legislation, including policy briefs, bill digests, and informational memos
- Drafting legislative bills, resolutions and certificates
- Tracking legislation across committee hearings, informational briefings, and other relevant events; reporting on key points of interest to Minority Caucus members

Legislative Analyst [REDACTED]

Served as the primary session analyst for Health and Human Services Committees

TONY PERAICA FOR COOK COUNTY BOARD PRESIDENT, Chicago, IL [REDACTED]

Finance Director and Consultant

In charge all donor solicitation and fundraising activities; acted as advisor to candidate and campaign staff on fundraising issues; created talking points and strategy for donor and partner meetings.

- Created and implemented extensive fundraising plan; raised approximately \$750,000 in 5 months through gifts ranging from \$10 to \$30,000
- Managed 3 member fundraising staff, over 30 events and approximately 25 campaign volunteers

DIANA IREY FOR CONGRESS, Monongahela, PA [REDACTED]

Finance Director and Consultant

MÉLANGE ENTERPRISES, LTD., Chicago, IL [REDACTED]

Finance Director

- Brady for Governor
- Umholtz for Attorney General
- Devine for State's Attorney

MICHELS FOR U.S. SENATE, Waukesha, WI [REDACTED]

Deputy Finance Director, Candidate Scheduler

NEW HAMPSHIRE HOUSE OF REPRESENTATIVES, Concord, NH [REDACTED]

Committee Assistant, Judiciary and Children & Family Law Committees

NON-PROFIT

AMIRAH, INC, Melrose, MA [REDACTED]

Amirah is dedicated to providing whole-person aftercare for survivors of commercial exploitation.

Executive Director of Outreach: *First official employee of start-up anti-trafficking non-profit*

- Worked in collaboration with the Board of Directors and teams of volunteers to successfully pursue end goal of opening safehome locations in the Boston Area
- Served as the public face and voice of the organization
- Created organization structure including business plan and fundraising plan
- Recruited, coordinated, and managed interns and volunteers
- Responsible for coalition building with other non-profits, fundraising and future hiring

MUSEUM of SCIENCE, Boston, MA [REDACTED]
Museum of Science is a regional \$45 million nonprofit science and technology center for children and adults and is a leader in developing curriculum for science and engineering education K-12.
Individual Gifts Officer, Annual Giving

LOVE146 (previously JUSTICE FOR CHILDREN INTERNATIONAL), New Haven, CT [REDACTED]
Love146 is an international anti-trafficking human rights non-profit working toward the abolition of child sex slavery and exploitation through prevention and aftercare programs.
Director of Development

THE ENDOWMENT FOR HUMAN DEVELOPMENT, INC., Manchester, NH [REDACTED]
EHD is a nonprofit organization that equips educators and leaders to help everyone appreciate, apply, and communicate the science of health and human development.
Development and Marketing

OTHER PROFESSIONAL POSITIONS

SEED Restaurant, Honolulu, HI [REDACTED]
'Food on a Mission'. A farm-to-table, justice restaurant in Kaimuki, Seed serves healthy, affordable food, and offers job opportunities for those coming out of homelessness, human trafficking, and prison.
Front of House Mentor

CHRISTIAN EDUCATORS ACADEMY, Cape Canaveral, FL [REDACTED]
Humanities Teacher (English, History, Economics, Politics)
Part-time online high school teacher for online homeschool program. Responsible for the education of 64 students in 14 different online classes.

NEWSOUND CONCERTS, Merrimac, MA [REDACTED]
Hospitality Manager, SoulFest
Primary advance and onsite hospitality manager for all musicians, speakers, VIPs and guests for a four day music festival at Gunstock Mountain, NH.

TIFFANY & COMPANY, Boston, MA [REDACTED]
Sales Professional

EDUCATIONAL EXPERIENCE

GORDON COLLEGE, Wenham, MA [REDACTED]
Bachelor of Arts
Major: Political Studies; Minor: Biblical and Theological Studies

Awarded Who's Who in American Colleges and Universities

WASHINGTON STATE UNIVERSITY [REDACTED]
Candidate, Masters in Business Administration
Focus: International Business

ASSOCIATION FOR FUNDRAISING PROFESSIONALS [REDACTED]
Certificate: Fundraising Basics

ACTIVITIES & SKILLS

- Trained for 7 years in Operatic Performance (Mezzo-Soprano)
- Experience with CRM tools including Kintera, DonorPerfect, Millennium, Blackbaud and Convio
- Proficient in Microsoft Office Suite programs
- Proficient in utilization and strategic planning of social networking tools
- Conversational competency in French
- Extensive experience creating and producing events of all forms and sizes