

## Dominic Gregorio

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### Objective

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To bring enthusiasm, experience, and a good work ethic to an advancement office, while utilizing and refining my skillset to help the organization exceed fundraising goals. To help good people do great things.

### Professional Experience

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California State University, Monterey Bay

2013 to Present

#### ***Assistant Director of Advancement Services***

Primary database manager with responsibilities including, all mail and email list requests, prospect management, prospect research, software training, data health and security, reporting, donation and registration forms, website editor, supplemental software, and data migrations.

##### Key Accomplishments

- Headed up our migration to Raiser's Edge NXT
- Set up data connections and imports using Omatic Cloud
- Refined the alumni import process
- Created and managed all donation and registration forms
- Created dynamic dashboard reports utilizing Insight Designer
- Created prospect ratings and reports for the silent phase of the current campaign

#### ***Director of Donor Relations and Stewardship***

Lead contact for all alumni and donor relations functions, donor recognition, scholarship management, fundraisers and stewardship events, endowment reports, impact reports, stewardship plans, signage, video production, annual report and donor publications, department web editor, campaign marketing, project management software administrator, supervisor of Admin Coordinator, Alumni Specialist and Communications Specialist.

##### Key accomplishments

- Co-chair of the university's first comprehensive \$100M campaign, marketing and outreach
- Interim Director of Alumni Relations (2021)
- Interim Director of Communications (2019)
- Created endowment report process
- Crafted the university's first Stewardship Plan
- Editor in Chief of the Foundation Annual Report Magazine
- Redesigned the university's donor wall, added Legacy Society
- Lead implementation of Advancement's project management software (Wrike) and video delivery software (Thankview)

Community Foundation for Monterey County

2011 to 2013

#### ***Philanthropic Services Officer***

Donor relations, fund management and stewardship, nonprofit due diligence, and event planning. Provide individualized assistance with philanthropic goals and grant recommendations. Responsible for managing the Foundation's scholarship and awards programs.

Monterey County Convention and Visitors Bureau

2006 to 2011

***Membership and Visitor Services Manager***

Membership: sales, recruitment, retention, database management, third party vendor management, production of a monthly newsletter.

Visitor Services: staffing, scheduling, training, advertising sales, retail inventory, scheduling familiarization tours, map creation, and community relations, collateral and guide distribution, co-produced the annual Official Monterey County Travel Guide, conducting committee meetings, and event planning.

***Marketing Coordinator***

Managed promotions, eBlast creation/distribution, and performance reporting.

Target, Sand City

2002 to 2006

***Assistant Manager, Logistics***

Responsibilities: Managed backroom with \$60 million of inventory per year, lead a team of up to 60 individuals, 3rd party logistics, planned sales floor transitions, store staffing, and training.

**Education**

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B.S., Business Administration

2012

California State University Monterey Bay, course matter included marketing, business law, e-commerce, international entrepreneurship, database management, accounting, finance, business writing, business computing, and business management.

**Additional Qualifications**

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Proficient in Microsoft Excel, Access, PowerPoint, and Word as well as Adobe suite. Basic knowledge of HTML code. Experience using iWave, Research Point, Salesforce, Wrike, GiveCampus, Thankview, NetCommunity, and Luminare. Certified in both Raiser's Edge 7 and NXT.