

HENRY PACHECO

henrypacheco@gmail.com
415-335-1756
145 Glenview Drive
San Francisco, CA 94131

CORE QUALIFICATIONS

Event Management
Donor Stewardship
Contract Negotiation
Budgeting
Project Management
Database Management
Interpersonal Skills
Volunteer Management
Vendor Management
Public Relations
Community Outreach
Vendor Partnerships
Graphic Design
Campaign Planning

TECHNICAL SKILLS

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Wordpress
Joomla
Basic HTML
Google Business Suite
Constant Contact
Mail Chimp
Salesforce
Eventbrite
MobileCause
Greater Giving

EDUCATION

Bachelor of Science
Visual Communication
San Francisco State University

Bringing people together to learn, be inspired, and get motivated for a cause is why I enjoy going to work. For over 18 years I have gathered people around social issues using my skills in event management, fundraising, and design.

EXPERIENCE:

On Lok, Development Manager, 2017-Current

Lead organizational event and fundraising strategies for On Lok's development department. Manage all aspects of event production and execution, including but not limited to, budgeting, soliciting donations, and negotiating vendor contracts. Develop fundraising campaigns to not only solicit donations but to create a community of supports who volunteer and become ambassadors for the organization.

- **Fundraising and Event management:** Manage flagship fundraising event, a 500+ person gala. Create budgets and set event revenue goals that contribute to the overall Development Department goals. Solicit and cultivate corporate and individual event sponsors as well as individual donors. Recruit and manage 10 person event committee to assist with sponsor solicitation and ticket sales. Recruit and manage event volunteers. Develop and execute donor thank you events with the goal of stewarding donors to increase giving.
- **Community building:** Develop and execute events and work-plans to engage the broader community in On Lok's mission. Lead cross-departmental teams to plan and execute provider relations events, naming ceremonies, grand openings, and the Health Policy Forum conference.
- **Marketing and Communications:** Guide marketing efforts for all events and fundraising campaigns. Design event related collateral. Lead cross functional team to create email campaigns to meet development revenue goals. Oversee creation of fundraising videos and promotional videos of the annual gala.

The Council for Global Equality, Council Coordinator, 2009-2017

Managed a wide range of events such as conferences, awards programs, meetings and social gatherings geared toward advancing the Council's mission.

- **Event management:** Managed a range of events from concept to execution including: cocktail receptions, conferences, and award ceremonies for high level U.S. and foreign government officials. Created and managed budgets, secured venues, caterers, A/V, travel and lodging. Negotiate contracts with vendors. Post-event follow up.
- **Digital media management:** Maintained the organization's digital footprint via the organization website and social media feeds. Created emails, e-newsletters, and blog posts.
- **Financial reporting:** Maintain solid financial reporting for the organization, including but not limited to spending reports, income reports, and grant management.
- **Design:** Designed and produced a range of publications such as reports, handouts, transition documents, invitations and awards.
- **Administrative:** Accounts payable, expense reporting, and database management.

Horizons Foundation, Development & Philanthropic Assoc., 2001-2008

Worked as part of the development team to help secure individual, corporate and foundation support through events, donor cultivation and education workshops.

- **Event management:** Worked as part of a small team to produce fundraising events, educational workshops and awards programs. Post-event follow-up with donors and vendors.
- **Database management:** Maintained donor and grants database
- **Design:** Designed and produced a range of publications such as reports, invitations, postcards and awards.
- **Financial reporting:** Produced donor reports, and administrative financial reports.