

# REBECCA HEXT

## DONOR RELATIONS COORDINATOR

### CONTACT

310-683-3432  
rebeccahest@gmail.com  
Steamboat Springs, Colorado

### SKILLS

Donor/Fund Cultivation & Management  
Copywriting & Marketing  
Event Planning & Project Management  
Collaboration & Communication

### EDUCATION

Bachelor of Arts  
**BA, English Language and Literature,  
Creative Writing**  
California Polytechnic State  
University

### REFERENCES

**Angie Robinson**  
Owner and CEO  
Heavenly Days Events

603-770-5803  
angie@heavenlydaysevent.org

**Gardner Flanigan**  
Executive Director of Steamboat  
Adaptive Recreational Sports - STARS

970-870-1950  
gardner@steamboatstars.com

### WORK EXPERIENCE

#### Donor Relations Coordinator

Yampa Valley Medical Center Foundation 2021 - Present

Provides administrative, events, and technical coordination for the department. Researches, identifies, cultivates, and stewards donors and donor prospects for the Foundation.

#### Responsibilities:

- Collaborates with staff to research and develop donor cultivation opportunities.
- Processes donations (online, checks, stock, planned giving, etc), updates donor records, and provides gift acknowledgments.
- Supports donor development by coordinating processes and activities related to stewardship, cultivation, events, volunteers, and fund administration.
- Produces communications materials to support donor development across multiple mediums including but not limited to, newsletters, impact reports, event marketing, and website content.
- Performs administrative duties, including preparing reports and data entry.
- Develops relations with staff to foster a culture of philanthropy.

#### Administrative Assistant Event Manager

Heavenly Days Events 2020 - Present

Responsible for assisting the head planner with admin tasks, event logistics, and day-of execution.

#### Responsibilities:

- Primary event types include non-profit fundraisers, sporting events, and weddings.
- Communication with event sponsors when applicable.
- Coordinating contracts and communication with vendors for event needs.
- Managing volunteer software and volunteer communications.
- Curating company social media platforms and website content.

#### Volunteer and Special Events Coordinator

Steamboat Adaptive Recreational Sports - STARS 2019-2021

Provides event and volunteer coordination for the organization. Works with Development Director and Executive Director to develop fundraising strategies, and cultivate donor and volunteer engagement.

#### Responsibilities:

- Develop and execute volunteer strategies, including volunteer recruitment events locally and regionally
- Manage volunteer statistics and track individual qualifications
- Maintain ongoing volunteer communications both in-person and using Better Impact software
- Administer volunteer incentive programs, awards, and coordinate appreciation events
- Coordinate all fundraising event logistics (3 events per calendar year)
- Solicit and coordinate with all event sponsors and vendors
- Work with marketing team to set communications calendar and strategies
- Responsible for overseeing budgets for each fundraising event with the objective to achieve growth over previous years