

Jamal Prescott

Development Associate

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📍 Chicago, IL

🌐 linkedin.com/in/jamalprescott

SKILLS

Fundraising ●

Donor Stewardship ●

Foundation Proposals ●

Writing ●

Prospect Research ●

Salesforce ●

Excel ●

Word ●

Microsoft Office Suite ●

Attention to Detail ●

EDUCATION

Bachelor of Arts 12/2023

Loyola University Chicago

Chicago, IL

Communication

CERTIFICATES

Nonprofit Management Certificate

12/2023

Loyola University Chicago

SUMMARY

Development associate with 2 years in fundraising for a Chicago youth mentoring nonprofit with a \$4.5M budget. Supports individual giving, foundation proposals and donor stewardship, and keeps Salesforce records clean for a 3-person team. Clear writing for appeals and reports, plus strong Excel and Microsoft Office Suite skills.

EXPERIENCE

Development Associate 09/2024 - Present

Second City Youth Mentors Chicago, IL

Youth mentoring nonprofit matching 1,800 students with adult mentors.

- Draft 2 appeal letters and 4 donor newsletters a year that raised \$310K from 2,100 donors in 2025.
- Write first drafts of 18 foundation proposals and reports a year, meeting every grant deadline on the calendar.
- Manage donor stewardship calls and thank-you notes for 400 first-time donors, lifting their renewal rate to 41%.
- Maintain Salesforce gift and contact records and build weekly Excel dashboards for the development director.

Development Intern 01/2024 - 08/2024

Lakeview Literacy Project Chicago, IL

Adult literacy nonprofit with a \$900K budget.

- Researched 60 foundation and corporate prospects and wrote one-page prospect research profiles for the executive director.
- Coordinated 30 volunteers and guest check-in for a 250-guest spring gala that raised \$185K.
- Updated 1,200 donor records in Word and Excel ahead of the year-end campaign mailing.
- Proofread grant reports, appeal letters and social posts for the 2-person communications team.