



EMILY ESPINOSA

COMMUNICATIONS PROFESSIONAL

CONTACT



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EDUCATION

GRADUATE CERTIFICATE, NONPROFIT MANAGEMENT

University of Oregon
2012 - 2013

BACHELOR OF ARTS, ENGLISH BACHELOR OF ARTS, SPANISH

Santa Clara University
2008 - 2012

INTERNATIONAL STUDY

IES Granada, Spain
2011

EXPERTISE

PROFESSIONAL

- Project management
- Fundraising
- Event planning
- Workshop facilitation
- Marketing strategy development

TECHNICAL

- Writing and editing
- Graphic Design –
Adobe Creative Suite
- Salesforce CRM

SUMMARY

I am a communications strategist, project manager, writer, and designer who is passionate about producing high-quality communications to help companies achieve their goals and promote related causes. My wealth of experience in marketing, communications, and nonprofit administration has prepared me to create compelling content across sectors. I have used my strong communication skills, creativity, and ability to learn quickly to become a valuable asset on multiple teams.

PROFESSIONAL EXPERIENCE

Senior Associate, Program Marketing

Nov 2021 – Present

ClimateWorks Foundation, Remote

Manage a portfolio of programs at a climate-focused organization including the Carbon Dioxide Removal, Food and Agriculture, and Aviation Programs, acting as the primary communication partner for program directors and teams.

- Develop marketing and communications strategies and plans that support programmatic and fundraising goals.
- Implement communications tactics, such as web, email, social media, and earned media, to elevate program work and deepen partner and funder engagement.
- Plan and lead workshops for program staff and build the overall communications awareness and capacity of teams.
- Produce and edit key communications materials (including one-pagers, web copy, blogs, opinion pieces, fact sheets, newsletters, and messaging materials) that advance the communications strategies of program teams.
- Coordinate with the wider Marketing and Communications team on content production and media engagements and the development team to support our fundraising efforts.
- Assist with prepping and supporting program staff for media interviews, speaking engagements, and more.

Freelance Graphic Designer and Writer

Apr 2022 – Present

Provide graphic design, editing, and writing services for clients in the nonprofit field.

Associate, Grants and Publications

Oct 2018 – Nov 2021

Senior Analyst, Grants and Publications

Jan 2016 - Oct 2018

Room to Read, San Francisco, CA and Remote

- Write, design, and manage publications and other communications including:
 - Informational collateral on programs and special initiatives
 - Invitations, graphics, and materials for events and conferences
 - Presentations for fundraisers and CEO
 - Annual Report (project manager and principal writer)
- Write compelling grant proposals and timely, accurate reports for major donors on specific projects or programs.

(continued below)

INTERNSHIPS

San Francisco Bay Area
Jun 2013 – Jan 2014

International Rivers

Administrative and Development
Intern

Women's Earth Alliance

Development Intern

The Sierra Club

Conservation Training Intern

COMMUNITY INVOLVMENT

San Francisco SPCA

Shelter Volunteer
2015 – 2020

Santa Barbara Humane Society

Shelter Volunteer
2023 – Present

INTERESTS

- International travel
- Hiking
- Animal rescue
- Yoga
- Jewelry design and
metalsmithing
- Cooking

- Work directly with international teams to collect project-specific information and photography for donor reports and special communications.
- Manage donor reporting pipeline and data using Salesforce CRM.

Assistant to the Chief Development Officer

Jan 2014 - Jan 2016

Room to Read, San Francisco

- Assist CDO with strategic projects, daily administrative needs, and external communications.
- Support a large department across multiple countries by running recurring meetings, coordinating travel, tracking donor interactions, and creating resources for staff.
- Design and implement new onboarding process and materials for the department.