

JASMINE M. MUSGRAVE

WRITER, GRAPHIC DESIGNER & MARKETING PROFESSIONAL


www.firstmommydc.com • www.linkedin.com/in/jasminemusgrave/

ABOUT ME

My name is Jasmine Musgrave, and I am a development and marketing professional and graphic designer. With nearly ten years of experience in development and communications at a nonprofit, I know first-hand what is required to successfully campaign, fundraise, and keep an audience engaged and motivated to give. I am eager and thrilled to share and expand my skillset to enhance the marketing and development and graphic design at new organizations or institutions.

CONTACT

 Washington, D.C., 20011

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REFERENCES

Hazel Shakur
301.377.2042

Lenore Champagne Beirne
484.798.8096

Shiree Skinner
516.410.2285

EDUCATION

The Catholic University of America
Washington, D.C.
Bachelor of Arts, English Literature
Minor, French

SKILLS

Graphic Design • Raiser's Edge
Adobe Suite • Marketing • Blogging
Constant Contact • Capital Campaigns
Events • Microsoft Office • Social Media

EXPERIENCE

Director of Digital Communications and Marketing **11/2019 - Present**

New Life Family Worship Center, Franklin, P.A.

As the director of communications and marketing at NLFWC, my responsibilities include graphic design and general communications for print and digital marketing; social media management; website maintenance; email marketing; as well as constituent relations. My responsibilities also include general overseeing of the communications department, goals and objectives for the departments, and collaboration with other departments and ministries.

Communications & Marketing Consultant **10/2019 - Present**

Individual Organizations & Small Businesses

As a communications consultant, I led the business development and communications process for newly-founded for-profit and non-profit organizations in the areas of digital/print marketing, web development, email marketing, logo design, social media, and more.

Author, Creator & Graphic Designer **09/2019 - Present**

First Mommy DC, Washington, D.C.

As the creator of First Mommy DC, a motherhood blog based in Washington, D.C., I recently expanded my services to cover graphic design, marketing, digital marketing, PR, and basic web design. I launched the blog to reach other mothers like myself, and was eventually featured in the Huffington Post, as well as other publications.

Regional Donor Relations Associate **10/2018 - 09/2019**

Easterseals DC MD VA, Silver Spring, MD

In this position, I was responsible for the coordination, planning, design, and implementation of all stewardship and solicitation campaigns; the marketing portion of all special events; digital, print, and online campaigns, reporting, and development related webpages and newsletters; donor acknowledgements, and more.

SR. Communications Associate and Lead Website Administrator **03/2014 - 10/2018**

Easterseals DC MD VA, Silver Spring, MD

My duties in this position were to manage social media, regional website creation and maintenance, regional news and updates, client success stories, as well as special events communication and marketing. I served as the lead administrator on the implementation of a brand-new website, building, archiving, and developing information for the new, current and image-driven website. I was also responsible for routine website audits.

Jasmine M. Musgrave Resume Contd.

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AFFILIATIONS

**The Catholic University of America
Alumni Association Board of
Directors**
Candidate
Washington, D.C.

**DC Bilingual Public Charter School
Parent Teacher Association**
President
Washington, D.C.

**DC Bilingual Public Charter School
Equity & Diversity Committee**
Founding Member
Washington, D.C.

**St. Anselm's Abbey School Parent
Association**
Parent Representative
Washington, D.C.

**Washington, D.C. Advisory
Neighborhood Commission**
Block Captain
Washington, D.C.

LANGUAGES

English
Fluent

French
Intermediate

Spanish
Introductory

HOBBIES

Reading • Piano/Music/Singing
Advocacy • Crafting • Sports
Writing • Traveling • Sight Seeing

EXPERIENCE

Development & Marketing Associate
04/2012 - 13/2014

Easterseals DC MD VA, Silver Spring, MD

In this role I was responsible for maintaining donor services, gift acknowledgements, donations, and overseeing the gift acknowledgement processes and procedures. I maintained the Raiser's Edge gift database, and managed the annual Employee Giving Campaign, increasing total employee participation by more than 60%.

IT Researcher and Writer

11/2010 - 01/2018

TSymmetry, Washington, D.C.

I was responsible for conducting part-time research on emerging areas of information technology (IT) through monthly reports. I also created a grammar manual for other researchers to use from the organization.

Congressional Intern (U.S. House of Representatives/Senate)
2007 - 2008, Washington, D.C.

Senator Bob Casey (PA)/Congressman Peter Roskam (IL)