

NICOLE KYAUK

RELEVANT EXPERIENCE

East Bay Community Foundation

Senior Program Officer

Experienced place-based grantmaker and trusted philanthropic advisor to individuals and their families. Manage and advise a portfolio of clients who care about making a difference in their local community. Help families develop and implement their philanthropic investment strategies that align with their values. Oversee portfolio of grantees in the arts, early childhood, youth development, health, and economic development. Manage the foundation's East Bay Fund for Artists initiative including technical assistance for grantees, docket and panel management, evaluation and donor engagement as well as reporting to funders. Expertise in multi-generational engagement, impact and evaluation.

Habitot Children's Museum

Development and Marketing Manager

Managed donor relations including cultivation, recognition, acknowledgment, communications and gift solicitation; Developed donor cultivation events and meetings, Managed communications and relationships with corporate sponsors and major donors on benefits and other fulfillment including data collection and implementation. Planned and implemented major fundraising event; Selected, coached and supervised interns, including developing and implementing training policies, materials and internship program. Developed marketing plan, implemented strategies, measured outcomes and designed collateral materials.

RELEVANT ACTIVITIES

Board Secretary, Open Circle Foundation (2009-2014)

Board Member, The Chan Family Foundation (2011-2015)

Selection Committee, Thomas J Sweeney Scholarship Fund (2008-2014)

Volunteer Grants Committee Member, Asian Pacific Fund (2012)

Reader, DCYF San Francisco (2010 & 2011)

EDUCATION

Chartered Advisor in Philanthropy

The American College

Master of Public Administration, with a concentration in Public Management

California State University, East Bay

Bachelor of Arts in Communication and Sociology, Organizational Studies

University of California, Davis