




CONTACT

 Zion, IL

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PROFESSIONAL SUMMARY

Seasoned Director of Development at Glenkirk with a proven track record of doubling campaign goals, adept in strategic planning and team building. Excels in content creation, leveraging expert-level Adobe InDesign skills to enhance digital marketing initiatives. Notably increased donor engagement through innovative relationship-building and stewardship.

SKILLS

- Content Creation
- Graphic Design
- Video Editing
- Technical Writing
- Presenting and Pitching
- Microsoft Office | Expert
- Adobe InDesign | Expert
- Adobe Illustrator | Proficient
- Adobe Photoshop | Novice
- Canva | Expert
- Data Analysis
- Financial Analysis
- Strategic Planning
- Team Building
- Digital Marketing
- Adobe XD | Expert

LANGUAGES

- **Spanish**
Advanced
University of Illinois at Urbana-Champaign

CHRISTEON MAYFIELD

UX/UI DESIGNER



EXPERIENCE

Director of Development Glenkirk - Northbrook, IL
01/2022 - Present

- Cultivated strong relationships with foundations, corporations, community partners, and individual donors.
- Established processes for tracking donor contributions and recognizing their donations through stewardship activities.
- Oversaw daily operations of the Development Department including supervising staff members.
- Developed marketing strategies that increased Giving Tuesday campaign and Winter Appeal to nearly 200% of the budgeted amount.
- Served as a liaison between funders and donors and program staff regarding grant agreements or contracts.
- Implemented innovative approaches to engage current donors while expanding the organization's base of supporters.
- Drafted reports summarizing progress towards long-term development goals for senior leadership team review.
- Planned and directed special events for fundraising such as the Annual Benefit Bash.
- Collaborated with businesses, schools and social organizations to establish network of volunteers and community resources.

Development Associate Glenkirk - Northbrook, IL
10/2021 - 12/2021

- Coordinated with external vendors to ensure successful execution of all events.
- Drafted proposals for grant applications, sponsorship requests, individual giving campaigns and other fund development activities.
- Planned, organized and facilitated fundraising events with an average of 200 attendees each event.
- Maintained accurate records of donations received, pledges made, grants awarded and other relevant financial information.
- Developed promotional materials that increased awareness of organization's mission and goals.
- Developed page layouts and navigations, presenting designs and concepts to management for review.
- Tested new features for usability, performance and scalability before launch.

SOCIAL MEDIA MANAGER Mount Moriah Christian Center - US
04/2020 - Present

- Oversee church's interactions with its members and the public through implementing content strategies on Facebook, Instagram, Youtube, and the Web
- Strategize and implement plans for SEO (search engine optimization) to increase the church's online visibility

- Create, curate, and manage all published digital content using Canva, Adobe Creative Suite, various video editing software, and Constant Contact
- Analyze Interaction data to identify trends in interactions and plan digital content to boost engagement
- Maintain a working knowledge of all church news and businesses to ensure accurate and timely dissemination of information that meets church objectives.

● **6TH GRADE MATH SPECIAL EDUCATION COTEACHER** Miguel Juarez
Middle School - US
08/2019 - 06/2020

- Long-term substitute teacher responsible for delivering engaging, relevant, and academically rigorous instruction tailored to the diverse needs of my students
- Improved classroom engagement diversifying the curriculum for each student
- Worked with general education teacher to plan and implement instruction while maintaining 100% compliance with IEP and 504 standards
- Assessed students' skills to determine their needs and develop teaching strategies catering to those skills.

● **8TH GRADE MATH TEACHER** Thomas Jefferson Middle School - US
12/2018 - 03/2019

- Leveraged classroom discussion strategies to engage students, promote topics and boost learning opportunities during long-term sub term
- Implemented grading and assessment techniques to document growth, development and knowledge advancements
- Administered standardized assessments with strict requirements and documented information in permanent records.



EDUCATION

● **CERTIFICATE: UX/UI Design**
University of Minnesota, 12/2022

● **MASTER OF SCIENCE, CAND.: Engineering Technology Management**
Western Kentucky University, 05/2018

● **BACHELOR OF SCIENCE: Technical Systems Management**
University of Illinois at Urbana-Champaign, 12/2012



WEBSITE, PORTFOLIO AND PROFILES

● [LinkedIn.com/in/christeon-mayfield/](https://www.linkedin.com/in/christeon-mayfield/)



CERTIFICATIONS

● UX/UI Design