

86 Dell Drive
New Haven, CT 06513
(203) 530-4305

mcajigas72@gmail.com

www.linkedin.com/in/magaly-cajigas-2637b88

MAGALY CAJIGAS

OBJECTIVE My biggest strengths that will help any organization are my public speaking skills, relationship building, fundraising presentations, database management, volunteer management, staff management, and project management. What I bring to the team is 19 years of work experience in the non-profit sector and a "roll-up the sleeves" work ethic. Besides my work in the non-profit sector, I consider myself a community philanthropist especially in the areas of education, arts & culture, elderly services, and civic engagement.

PROFESSIONAL ACHIEVEMENTS

LEADERSHIP/COMMUNICATIONS

In my present role as Development Manager for the Community Foundation for Greater New Haven, I have made connections with external individuals and these connections have led to collaborations within different areas of the Foundation such as our Progreso Latino Fund Advisory Board, Grants & Strategies department and to our New Haven Equitable Entrepreneurial Ecosystem.

As part of the volunteer work that I do in the community I am part of the Board of Directors for Puerto Ricans United, Inc. I have led the charge in our areas of messaging for our year-round community events and have created collaborations between our group and other non-profits. These collaborations have led to first time relationships with groups such as Casa Otonal, Inc., Shubert Theater, Long Wharf Theater, and the Arts Council of Greater New Haven.

BUSINESS OPERATIONS/STAFF MANAGEMENT

I have previous experience in interviewing new staff, managing, training, creating training materials, supervising full and part-time staff, and most importantly providing mentorship/coaching for staff for professional development. I am detail oriented and have the patience to work with individuals on all different levels and backgrounds.

VOLUNTEER MANAGEMENT/BOARD AFFILIATIONS

Board Member of Puerto Ricans United, Inc. – 2015 to present time

Chair for the Annual Gala Dinner and assist in organizing Annual Three Kings Day event and Annual New Haven Puerto Rican Festival

Commissioner – City of New Haven Cultural Affairs & Arts Council – January 2022 to present time

Board Member – Arts Council of Greater New Haven – June 2023 to present time

PRESENT EMPLOYMENT

Community Foundation for Greater New Haven

Development Manager – June 2019 to Present

Research and identify prospects for Senior Team to cultivate relationship with new and current donors.

Provide consistent high quality customer service to all fund founders, donors, and non-profit organizations.

Work with current donors, fund founders and organizational fund founders on management of their Donor Central access and grant recommendations.

Oversee the gift entry process of all donations via the use of Raiser's Edge software. Raiser's Edge Certified for both Development and Donor Services.

Oversee the accuracy of donor, fund founders and non-profit information in the Raiser's Edge and Fims database systems. Address issues of corrections and updates as requested.

Created and manage fund flow process from beginning stage of hand off of fund agreement from Relationship Manager, to donor and Foundation President for signatures, to funds/finance department for creation of fund in fims system, to database management, to processing of establishing gift and final stages review of fund set up in fims and create donation page (if requested) in Raiser's Edge and bring the donation page over to main Foundation website for publishing.

Cross-departmental teams – Funds Review Committee (2022), Raiser's Edge Cohort transition team (2020 to 2023), and Staff Retreat and Events Team (2023).

Participate in professional and community activities representing The Community Foundation.

MARKETING/SALES/COMMUNICATIONS

Bachelor in Corporate Communications – with this degree I have built up my public speaking skills in Spanish and English, writing, event advertisement creation, social media advertisement and event creation/promotion.

SKILLS

Computer Programs: Microsoft Office Suite (Word, Excel, Power Point, etc.), Outlook, Google systems, Quickbooks, Evolve Client based system, Banner, Publisher, Canva, Zoom and Teams

Database Programs: File Maker Pro, Centramax, Respond, Donor2, Enterprise, Salsa, Raiser's Edge

Donor Research: Donor Search, iWave Pro, and LinkedIn

Social Media: Facebook, Instagram, and Twitter

Languages: Spanish and English

Awards: Community Leadership Award from West Haven Puerto Rican Parade Committee 2007 and Community Leadership Recognition Award from New Haven Hispanic Firefighters Association 2022.

WORK HISTORY

LIFE BRIDGE COMMUNITY SERVICES, BRIDGEPORT CT

Community Development & Operations Manager - July 2017 to November 2017

BRIDGEPORT CHILD ADVOCACY COALITION, BRIDGEPORT CT

Operations Manager – January 2016 to July 2017

UNITED WAY OF GREATER NEW HAVEN, NEW HAVEN CT

Development Coordinator – August 2012 to January 2016

HOUSATONIC COMMUNITY COLLEGE FOUNDATION, BRIDGEPORT CT

Secretary 2 – November 2004 to December 2008

Institutional Advancement Officer for Alumni Relations – December 2008 to August 2012

EDUCATION

WALDEN UNIVERSITY – MASTER OF PUBLIC ADMINISTRATION, CONCENTRATION IN NON-PROFIT MANAGEMENT, DECEMBER 2008

SOUTHERN CONNECTICUT STATE UNIVERSITY – BACHELOR OF SCIENCE - CORPORATE COMMUNICATION, MAY 1995

REFERENCES

JOSEPH RODRIGUEZ

Deputy State Director – U.S. Senator Richard Blumenthal

Phone: (860) 258-6940 Email: Joe_Rodriguez@blumenthal.senate.gov

EILEEN LOPEZ-CORDONE

Assistant Director of Admissions & Employer Liaison – Albertus Magnus College

Phone: (203) 672-6788 Email: elopezcordone@albertus.edu

LIANA GARCIA

Director of Gift Planning – Community Foundation for Greater New Haven

Phone: (860) 716-8973 Email: lgarcia@cfgnh.org