

James Rivera

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WORK EXPERIENCE

Inland Counties Legal Services

Development Manager

Riverside, CA
March 2026 - Present

- Design and develop fundraising initiatives, donor-cultivation events, and donor-stewardship programs.
- Analyze donor database data to make informed campaign and operational decisions within the department.
- Collaborate with executive leadership to bolster ICLS' public image and reputation.

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Fundraising Coordinator

October 2025 - March 2026

- Support fundraising campaigns, donor communications, and events to advance ICLS's mission.
- Maintain donor database and sort incoming pipeline of gifts; prepare thank-you letters for major gifts.

Office1

Account Executive

San Bernardino, CA
April 2025 - October 2025

- Execute outbound sales strategies, including cold calling, email marketing, and field canvassing.
- Collaborate with partners and specialists to build comprehensive IT and cybersecurity integration plans.
- Conduct Quarterly business reviews, comprehensive assessments, and facility walkthroughs with C-level stakeholders, increasing client retention.

All Purpose Safety Training Solutions

Sales Operations Assistant

Riverside, CA
April 2024 - April 2025

- Managed an account base of over 500 accounts, leading to improved workflow efficiency.
- Conducted 50-60 outbound calls daily, leading to \$125,000+ generated in net new business.
- Advised key stakeholders in navigating federal and state OSHA guidelines and standards.

Greater Riverside Chambers of Commerce

Communications and Marketing Manager

Riverside, CA
November 2023 - April 2024

- Acted as managing editor for the Greater Riverside Business Newspaper, distributed to over 2,500 local business leaders, elected officials, and community partners.
- Served as the liaison between Chamber partners, members, and the Marketing committee.
- Oversaw the design and maintenance of the Chamber's website and social media presence.

Tzunu Strategies

Communications Associate

Los Angeles, CA
October 2022 - November 2023

- Lead community engagement campaigns for a Los Angeles-based government agency, resulting in media coverage from KTLA, NBCLA, Telemundo, and various local media outlets.
- Crafted public-facing content, enhancing community engagement for 10+ clients.
- Secured over 25 media placements in one year, leading to a 12% increase in social media and web traffic for a Washington D.C.-based political coalition.

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Intern

February 2022 - October 2022

- Coordinated calendars, monitored media placements, and social media posts.
- Promoted to full-time role in October 2022.

EDUCATIONAL BACKGROUND

California State Polytechnic University- Pomona

Bachelor's of Science in Communication

Pomona, CA
2023

KEY COMPETENCIES

Skills: Copywriting, Strategic Partnerships, Program Design, Media Relations, Project Management, Event Production

Languages: English (Native), Tagalog (Fluent)