

CURRICULUM VITAE

Current Employment

Development Director (since 2016)

Stanford Jazz Workshop

- Responsible for forecasting and achieving goals for all contributed revenue, including individual, foundation, corporate, government, and legacy giving
- Creates and stewards open and satisfying relationships with all donors
- Reports to the Artistic/Executive Director, works with the board and senior management team, and supervises two staff members

Major accomplishments in 2016:

- *On just his third day on the job, Mark was asked to forecast contributed income for the year, and his projection was eerily precise: the actual total proved to be 99% of this figure*
- *Strengthened or rebuilt several relationships, and inspired over a dozen new or increased donations*
- *Stabilized development operations*
- *Created the organization's first annual report*
- *Assisted with functions outside of development, including staffing, IT, and education programming*

Select Employment History

Campaign & Foundations Manager (2015-16)

San Francisco Conservatory of Music

- Managed a multi-year, multi-million dollar comprehensive campaign: duties included creating financial plans, case statements, gift proposal and tracking processes, and short-term and long-term donor strategies
- Oversaw all donor communications: duties included writing, editing, and proofing newsletters, funding proposals, reports, invitations, and solicitation/acknowledgment letters; and conceiving, creating, and managing online and multi-media content
- Managed a donor portfolio: duties included identifying, soliciting, and stewarding annual and endowment gifts from 30 foundation, government, and individual donors, with an annual goal of \$250,000
- Assisted with other development operations, including annual fund, alumni relations, board relations, event planning, and legacy giving

Major accomplishments:

- *Exceeded fundraising goal by 20%*
- *Played a major role in the most successful appeal in institutional history*
- *Secured gifts from three lapsed donors*
- *Created the institution's first annual report in many years*
- *Maintained superb relations with donors*
- *Assisted with major fundraising strategies*

Institutional Gifts Consultant / Writer (2000-14)

San Francisco Opera

- Wrote funding proposals, reports, articles, letters, and marketing copy: crafted content was used extensively to raise money, sell tickets and subscriptions, and inform and entertain patrons
- Worked independently, in collaboration with individuals or departments, or as manager of small teams

Other Freelance Experience (2000-14)

Duties (partial list)

- Grantwriting
- Grant management and reportage
- Content creation for marketing/capital campaigns
- Analysis of institutional capacity
- Program planning
- Prospect research

Clients (partial list)

- California Shakespeare Theater
- Friends of the SF Public Library
- Merola Opera Program
- Mexican Museum
- San Francisco Ballet
- San Francisco Classical Voice

Various (1992-2000)

San Francisco Opera

- Held full-time positions of increasing responsibility: Administrative Assistant, Grant Writer, Development Staff Writer, and Associate Manager of Institutional Gifts

Skills / Other

- Superlative written and oral communication abilities
- Fluent in Microsoft Office, Raiser’s Edge, FileMaker Pro, Joomla, and WordPress
- Deep knowledge of western classical music, versed in a wide range of cultural forms of expression
- Extremely familiar with the San Francisco Bay Area arts ecosystem
- Semi-fluent in Spanish
- Consultant to grantmaking entities since 1999 (further information upon request)
- Professional opera singer since 1992, with dozens of credits with Bay Area companies
- Teaching artist from 1994 to 2014, primarily with the San Francisco Opera Guild
- Wrote an original opera libretto on the subject of Mary Ellen Pleasant for composer David Garner
- Co-authored (with Lotfi Mansouri) *True Tales from the Mad, Mad, Mad World of Opera*, published by Dundurn in 2012

Education

Master of Music, Vocal Performance (1992)

San Francisco Conservatory of Music

Bachelor’s of Music, Vocal Performance (1990)

San Francisco Conservatory of Music

Community Service

Founding Member, Board of Directors (since 2014)

Pacific Singers and Actors Workshop

Mentor and Performer (since 2008)

Each One Reach One

Panelist, Artists in Schools Extension Program (2017)

California Arts Council

Member, Scholarship Advisory Committee (2010-14)

San Francisco Conservatory of Music

Volunteer Advocate (2001-05)

San Francisco Court Appointed Special Advocates