

CURRICULUM VITAE

Current Employment

Development Director (since 2016)

Stanford Jazz Workshop

- Responsible for achieving goals for all contributed revenue, including individual, foundation, corporate, government, and planned giving (approximately \$700,000 annually)
- Builds and stewards relationships with people who support or have an interest in the organization
- Serves as a public advocate for the organization's work
- Assists in aligning the organization's programming with community need and opportunity
- Reports to the Artistic Director and Executive Director, and supervises one staff member

Major accomplishments:

- *Stabilized development operations, then grew contributed revenue in most categories*
- *Implemented a new events program to increase community investment in the organization's work*
- *Created a new funding and programmatic partnership with another non-profit*
- *Created the organization's first annual reports*
- *Participated in analysis of CRM needs and selection of solution*
- *Contributed significantly to planning of after-school program expansion, then secured funding for it*

Select Employment History

Campaign & Foundations Manager (2015-16)

San Francisco Conservatory of Music

- Managed a multi-year capital /comprehensive campaign: duties included creating financial plans, case statements, 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 foundation funders*
- *Created the organization's first annual report in many years*
- *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
- Ghiberti Foundation / Grace Cathedral
- 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 communication and interpersonal skills, exceptional emotional intelligence
- Fluent in Microsoft Office, Raiser's Edge, Bloomerang, FileMaker Pro, Joomla, and WordPress
- Extremely familiar with the San Francisco Bay Area non-profit ecosystem
- 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 *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

Bachelor's of Arts candidate, no degree (1983-85)

University of Notre Dame

Community Service

Founding Member, Board of Directors (since 2014)

Pacific Singers and Actors Workshop

Member, Board of Directors (since 2017)

Each One Reach One / Success Centers

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