

A LIFE-LONG NONPROFITEER WITH A PROVEN ABILITY FOR BUILDING COMMUNITY

SKILLED IN FUNDRAISING, PROGRAM PLANNING, AND STRATEGIC VISIONING

DEMONSTRATED COMMITMENT TO YOUNG PEOPLE, JUSTICE, AND THE ARTS

CURRENT EMPLOYMENT

Development Director (since 2016)

Stanford Jazz Workshop

- Annually raises more than \$700,000 – comprised of individual, foundation, corporate, government, and planned giving – for an organization with a \$2.2 million budget
- Builds and stewards relationships with people who support or have an interest in the organization
- Supervises 1.25 FTE employees (in flux during reorganization)
- Assists in aligning the organization’s programming with community need and opportunity

Major accomplishments:

- *Stabilized development operations, then grew contributed revenue in most categories*
- *Cultivated, secured, and stewarded new four-to-six figure gifts from individuals*
- *Secured five new foundation grants, one new government grant, and two new legacy gifts*
- *Overhauled membership benefits program and outward-facing collateral*
- *Implemented a new events program to increase community investment in the organization’s work*
- *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-million dollar capital 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 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 planned giving

Major accomplishments:

- *Exceeded fundraising goal by 20%*
- *Played a major role in the most successful year-end appeal in institutional history*
- *Secured gifts from three lapsed foundation funders*
- *Assisted with major fundraising strategies*

Various (1992-2014)

San Francisco Opera

- 2000 to 2014 – Served as freelance institutional gifts consultant and on-call writer: wrote funding proposals, reports, articles, letters, and marketing copy. Crafted content was used extensively to raise funds, sell tickets and subscriptions, and inform and entertain patrons.
- 1992 to 2000 – Held full-time positions of increasing responsibility: Administrative Assistant, Grant Writer, Development Staff Writer, and Associate Director of Institutional Gifts. Secured six-figure foundation grants and seven-figure government grants.

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

SKILLS / OTHER

- Superlative communication and interpersonal skills, exceptional emotional intelligence
- Fluent in Microsoft Office, Raiser's Edge, Bloomerang, FileMaker Pro, Joomla, and WordPress
- Consultant to grantmaking entities since 1999 (further information upon request)
- Professional opera singer since 1992 and teaching artist from 1994 to 2014
- Co-authored *True Tales from the Mad, Mad, Mad World of Opera*, published by Dundurn in 2012

EDUCATION

San Francisco Conservatory of Music: Master of Music (1992) and Bachelor's of Music (1990)
University of Notre Dame: College of Liberal Arts, no degree (1983-85)

COMMUNITY SERVICE

Success Centers: Vice Chair, Board of Directors (since 2018)

Education, employment, and arts programs for transition-aged youth, including foster and incarcerated youth

California Arts Council: Peer Review Panelist (2017, 2018, 2019)

Youth Arts Action, Disaster Recovery Support, and Artist-in-Schools Extension programs

Pacific Singers and Actors Workshop: Founding Member, Board of Directors (since 2014)

After-school program for middle and high school students

San Francisco Conservatory of Music: Member, Scholarship Advisory Committee (2010-14)

Strategies to increase financial support for scholarship students

San Francisco Court Appointed Special Advocates : Volunteer Advocate (2001-05)

One-on-one work with young people in the family court system