

A LIFE-LONG NON-PROFITEER 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 FTE employee (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 five- and 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

Each One Reach One / Success Centers: Member / Vice Chair, Board of Directors (since 2017)  
*Education, employment, and arts programs for transition-aged youth, including foster and incarcerated youth*

California Arts Council: Peer Review Panelist (2017, 2018)  
*Disaster Recovery Support projects and Artist-in-Schools Extension program*

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*