

## CURRENT EMPLOYMENT

### **Director of Philanthropy** (since 2020)

### **Success Centers**

- Newly-created cross-departmental position tasked with building community support and visibility for a \$3.5 million nonprofit that provides employment, education, and arts services for marginalized communities, especially transitional-aged youth

## SELECT EMPLOYMENT HISTORY

### **Development Director** (2019-20)

### **Alliance for California Traditional Arts**

- First full-time development director for a state-wide service organization with a \$2.4 million budget (55% foundation, 43% government, 2% individual)
  - *Created critical individual giving program infrastructure, including gift processing procedures, annual report, and calendar of appeals*
  - *Mentored staff and board on fundraising and its applications in programming*
  - *Exceeded individual giving goal by 28%, secured five new major gifts, and met institutional funding goals*
  - *Authored a record-setting year-end appeal, which brought in 30% more than the previous yearly average*
  - *Contributed to design of a state-wide artist action and wrote the corresponding six-figure grant request*
  - *Completed a comprehensive review of revenue position and potential, providing an analysis of IT infrastructure, staffing, organizational culture, funding environment, and previous opinions, and concluding with data-driven projections and more than 30 recommendations related to individual support, institutional support, membership model, earned income, programs, and administration*

### **Peer Review Panelist** (2017-20)

- San Francisco Arts Commission: 2020 Cultural Equity Initiatives
- California Arts Council: 2019 Youth Arts Action program, 2018 State-Local Partners Disaster Recovery Support Projects program, 2017 Artist-in-Schools program
  - *Analyzed dozens of funding applications and scored them for funding recommendations*

### **Development Director** (2016-19)

### **Stanford Jazz Workshop**

- Annually raised more than \$700,000 – comprised of individual (50%), foundation (30%), corporate (15%), government (5%), and planned giving – for an organization with a \$2.2 million budget
- Served as primary liaison between supporters (about 500 total) and the organization
- Supervised 1.25 FTE employees
- Assisted in aligning the organization's programming with community need and opportunity
  - *Stabilized development operations, then grew contributed revenue in most categories*
  - *Cultivated, secured, and stewarded several new four-to-six figure gifts from individuals*
  - *Secured five new foundation grants, one new government grant, and two new legacy gifts*
  - *Overhauled membership 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*

## **Campaign & Foundations Manager (2015-16)**

## **San Francisco Conservatory of Music**

- Managed a multimillion-dollar capital campaign, oversaw donor communications, maintained a donor portfolio, and assisted with other development operations
  - *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*
  - *Contributed to 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.

## **SKILLS / OTHER**

- From 2000 to 2014, worked as a freelance, providing fundraising, marketing, and program planning services for more than a dozen nonprofits (budget sizes ranging from \$30,000 to \$65 million)
- Consultant to grantmaking entities since 1998 (further information upon request)
- Superlative communication and interpersonal skills, exceptional emotional intelligence
- Fluent in Salesforce, Microsoft 365, Google Suite, Bloomerang, and WordPress; working knowledge of Adobe and Joomla
- Three published works as author, co-author, and ghostwriter respectively
- Professional opera singer and teaching artist from 1990 to 2015

## **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 HIGHLIGHTS**

Success Centers: Vice Chair, Board of Directors (2018-20)

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

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

*After-school program for middle and high school students*

American Guild of Musical Artists: Member, Board of Governors (2008-11)

*Elected representative of a national union of professional performers and stage managers*

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

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