

**PROFESSIONAL SUMMARY**

- Visionary leader with more than 30 years' experience in not-for-profit management, including extensive supervisory, budgeting, fundraising, communications, public speaking, program planning and evaluation, as part of practicing advocacy and direct service within diverse populations of individuals, family and groups, in interdisciplinary collaborative settings.
- Outstanding manager of high-volume workload, with strong ability to balance competing priorities and tight deadlines.
- Seasoned team-builder, able to create and mentor highly motivated teams of employees, contractors, and volunteers.
- Organizational crisis management specialist, able to react flexibly, creatively troubleshoot to quickly identify and resolve problems, and make prompt decisions.
- Excellent communicator, able to reach and engage a diverse group of people under challenging circumstance. Respected by clients, managers, community leaders, and associates for vision, follow through, and innovation.

**CAREER HISTORY**

**POSITION: EXECUTIVE DIRECTOR/CEO**

*National Alliance on Mental Illness, Washington State, Seattle, WA September 2014-present*

- Hired as the first Executive Director in the 40-year history of the state office of this National organization. NAMI is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness through a program of PEER based education and training programs and presentations, statewide legislative advocacy, and support to the 19 local NAMI affiliates throughout the state.
- Developed and implemented organizational infrastructure, enabling the agency to transparently and effectively monitor budgets, grants, programs and projects and ensure compliance with state and federal licensing.
- Analyzed accounting codes, created financial policies and procedures to ensure appropriate checks and balances, resulting in bringing program to general management and fundraising percentages to 80% to 20% respectively.
- Grown staffing from 2 staff members totalling 1.5 FTE to 8 staff members totalling 8.5 FTEs, allowing for increased education and outreach to communities throughout Washington, and more direct financial, programmatic and organizational development support of the NAMI Washington Affiliates.
- Analyzed current operational documents and brought them into the alignment with the needs of the agency including updating Bylaws, creating a Policies and Procedure Manual which serves the best interests of the agency, and creating a Personnel Policies Manual which serves as a guide to employees about their rights and interests, as well as those of the agency.
- Created a statewide communication system with NAMI Washington's 1500 members, increasing active participation in NAMI Washington's training and advocacy programs, and growing membership by 25%.
- Developed and instituted a broad based fundraising plan, consistently exceeding individual giving goals and growing the organization budget over 809% from 2014-2021.

- Increased NAMI Signature Class, Support Group and Presentation trainings for local affiliates from six per year in 2014 to over 20 per year by 2019, allowing local affiliates to bring these NAMI programs to benefit their community.
- Provide ongoing leadership development and skills for the board of directors, staff and affiliate leaders, working closely with the officers to create and implement strategic planning to ensure the agency's program sustainability and relevance.
- Developed and maintained relationships with a broad range of community leaders and elected officials, bridging differences to work effectively at the local, state, and national level.

*Rosehedge/Multifaith Works, Seattle, WA 2013 – March 2014*

- Joined this 25-year old HIV/AIDS housing provider to lead the board and staff through strategic and business sustainability planning after several years of leadership and merger-related transitions. Focused on organizational crisis management planning and communications with all stakeholders after the board made the data-driven decision to close the agency due to long-term financial sustainability issues. Continued to ensure provision of housing, medical, and psychosocial emotional support services while establishing new housing placements for each of the 32 residents and over 100 clients in the greater King county community.
- Developed and administered annual budget of \$2.5 million, ensured successful annual audit and tax filings, and mandated reporting to a variety of government and private foundations.
- Effectively supervised staff of 35, providing mentoring and support to program directors, and team building and communications workshops to the entire staff, including medical staff.
- Strengthened partnerships with HIV/AIDS continuum organizations, building trust and ensuring effective collaboration in housing search and referrals as the organization closed.
- During crisis management planning successfully fundraised, securing foundation grants and major gifts for ongoing programs through the end of 2013 including a \$65,000 dissolution specific grant, and exceeded sponsorship goals for annual World AIDS Day Breakfast event.
- Reinvigorated the organization's participation in legislative efforts focusing on education and advocacy related to the implementation of the Affordable Care Act, Medicaid-covered services for People Living with HIV/AIDS, and budget and transportation accessibility concerns.

*NARAL Pro-Choice Washington, Seattle, WA 2009-2011*

- Hired after nationwide search to lead Washington's primary pro-choice grassroots advocacy organization, which consists of three-organizations-in-one: A 501c4 membership affiliate; a 501c3 foundation; and a Political Action Committee.
- Developed and administered annual budget of \$1 million, spread across the three entities of the organization. Worked within the complex accounting rules pertaining to sharing and reimbursing resources between entities, and prepared quarterly and annual tax reports.
- Effectively supervised staff of eight full time programmatic staff; seven statewide door-to-door field canvassers; a contract lobbyist, political organizer and bookkeeper.
- Devised structural re-organization of departments, promoting several long-term staff members to new, challenging positions which recognized their investment in the organization and utilized new skills developed during their tenure.
- Served as the primary spokesperson for the organization to the general public and the media and have been interviewed for television, radio and print news on a variety of policy and political events.
- Developed and implemented multi-faceted fundraising strategy, engaging major and mid-level donors, including grant writing, field canvass, direct mail, email solicitation, phone room solicitation, special events, and building a Culture of Philanthropy among the board and staff, bridging all aspects of organizational programming.

- Provided ongoing leadership development and skills for the board of directors, working closely with the officers to create and implement strategic planning to ensure the agency's program sustainability and relevance.
- Developed and maintained relationships with a broad range of community leaders and elected officials, bridging differences to work effectively at the local, state, and national level.

*National Council of Jewish Women Seattle Section, Seattle, WA, 2003-2009*

- Hired as the first Executive Director in the 109 year history of the Seattle Section of the National organization, a grassroots organization of volunteers and advocates who turn progressive ideals into action and strive for social justice by improving the quality of life for women, children and families and by safeguarding individual rights and freedoms through a multi-pronged approach of legislative advocacy, community education, and social service programming.
- Developed and implemented organizational infrastructure, enabling the agency to transparently and effectively monitor budgets, grants, programs and projects and ensure compliance with state and federal licensing.
- Provided ongoing leadership development and skills for the board of directors, working closely with the officers to create and implement strategic planning to ensure agency's viability, including a broad based organizational and fund development plan.
- Executed all externally focused communication strategies including public relations, local advertising, website design and management, and fundraising campaigns. These efforts directly increased membership levels and volunteer participation, enhanced organizational visibility in the Jewish and secular community, and increased financial support from funders and individuals by 45%.
- Ensured the viability and increased the efficiency of the agency's largest community service program, *Shalom Bayit: Furnishing Peaceful Homes*, the only furniture bank for survivors of domestic violence in the State, and recipient of the 2006 Take Action Against Domestic Violence Special Honoree Award from the King County Coalition Against Domestic Violence. Developed program evaluation tools and processes for the collection of statistical data. The results of these tools directly enhanced grant writing in support of the program increasing grant income by 35%.
- Increased attendance at organizational fundraising events from 50 to over 600 participants and donors per year.

**COMMUNITY INVOLVEMENT & ADDITIONAL EXPERIENCE**

**Board of Directors** - Allyship, Seattle, WA (2021-ongoing)

**Board of Directors, Public Policy Chair** - American Association of University Women Washington State (2014)

**Licensed Interim Executive Director & Succession Planning Specialist** - Third Sector Company, Seattle, WA (2014)

**Administrative & Organizational Development Consultant** - StandWithUs NW, Seattle, WA (2012-2013)

**Treasurer, Board of Directors** - Kol HaNeshamah Progressive Synagogue, Seattle, WA (2012-2013)

**Administrator** – Congregation Tikvah Chadashah, Seattle, WA (2003-2005)

**Program Director** – Temple B'nai Torah, Bellevue, WA (1999-2003)

**President, Board of Directors** - The Babes Network, Seattle, WA (1996-1998)

**Clinic Manager** – Planned Parenthood of the Great Northwest, Kenmore, WA (1998-1999)

**Clinic Manager** – Cedar River Clinics, Renton, WA (1995-1998)

**Volunteer & Basic Needs Coordinator** - Pierce County AIDS Foundation, Tacoma, WA (1993-1995)

**Advocate & Crisis Counselor** - Abused Deaf Women's Advocacy Services, Seattle, WA (1991-1995)

## **EDUCATION**

**Master of Social Work**, Non-profit Management & Administration; University of Washington  
**Bachelor of Arts** in English; Boston University

## **PROFESSIONAL CREDENTIALS & TRAINING EXPERIENCE**

- Washington State Registered Counselor
- University of Washington School of Social Work Field Placement Supervisor
- Columbia University School of Social Work Field Placement Supervisor
- Washington University School of Social Work & Public Administration Field Placement Supervisor
- Brescia University School of Social Work Field Placement Supervisor
- University of New Hampshire School of Social Work Field Placement Supervisor

## **COMPUTER PROFICIENCY & LANGUAGES**

- Microsoft Office, In Design, Photoshop Elements, Intuit Quickbooks and Quicken, Salesforce NP
- American Sign Language (basic)
- Spanish (basic – written & oral)