

Professional Profile

Knowing how important it is to create an environment of respect, accountability and trust, my work in the Charitable Law Section focuses on the development of strategies aimed at strengthening the nonprofit sector.

Qualifications

Strong verbal & written skills

Quick learner, curious, dedicated, passionate

Strategic thinker, adaptive

Exceeds expectations

Project Manager for large & small projects

Assessing needs to develop strategies and policies

Collaborative Leader, solution-oriented

Excel in: cultivating relationships,
motivation, cooperation, multi-tasking,
inclusion

Relevant Experience

Effective Communication

- Writing strategic communications for a variety of audiences
- Committed to consistency in messaging

Process Improvement

- Create processes and procedures to better utilize resources
- Develop strategies to improve efficiency while assessing organizational needs
- Engage in leadership and professional development opportunities for improvement

Project Management

- Create a collaborative project-driven environment
- Work with a variety of stakeholders
- Execute program deliverables

Development

- Collaborate to create mutually-beneficial outcomes
- Allocate resources to meet short and long term goals

Marketing

- Creatively direct talent resulting in more dynamic messaging
- Writing for all platforms to improve interaction

Experience

Charitable Outreach Coordinator

June 2023 to present

Ohio Attorney General

- Conducts monthly online webinar on Board Governance
- Travels throughout Ohio to offer Board Governance presentations
- Monitor publications inventory and respond to constituents requesting materials
- Monitor section's website presence and coordinate any updates as needed
- Develop strategies for sharing Charitable University and compliance to various stakeholder groups
- Support Charitable University students and graduates through monthly emails
- Monitor and respond to requests to host AGO trainings, assist with promotion, track attendance
- Respond to the Charitable Law emails and phone messages often utilizing internal and external sources before doing so
- Attend monthly NASCO meetings, serving on the Communications Committee
- Update NASCO website, cochair of the team transitioning to a new platform
- Attend weekly Clearinghouse meetings and respond to matters
- Compile and edit Enforcement Action summaries and press releases
- Update information on the Everlaw site
- Prepare Agenda for Charitable Advisory Council
- Secretary for Charitable Advisory Council responsible for meeting minutes

Director

March 2019 to May 2023

ROY G BIV Gallery

- Organize ROY's solo exhibitions, group exhibitions, and related programs (opening receptions, artists' talks, and other events)
- Seek grant opportunities and writes grant applications
- Manage online and social media promotion of gallery events, as well as handles art sales and donations
- Developed a program for recruiting, retaining and rewarding volunteers and Interns
- Design promotional materials and work with the press to promote the exhibitions
- Work closely with the Board of Trustees to create and implement programming
- Supervise Interns engaging them in a variety of projects including blogs, zines, and curation
- Build and maintain relationships with local businesses and other creatives
- Develop pARTnerships with other art organizations
- Regularly communicates with ROY supporters and members
- Track donations (cash and in-kind), send donation acknowledgement letters, and maintain a member database
- Develop new programs and events to bring in earned revenue and support the mission of ROY G BIV
- Work with treasurer to organize monthly financial records

Arts Manager

January 2000 to March 2019

City of Upper Arlington – Upper Arlington, OH

- Successfully led key projects in all aspects of programming such as: Upper Arlington Labor Day Arts Festival, Arts in Community Education, Arts in Community Spaces, Concourse Gallery, Music in the Parks, Permanent Collection of Art and Literary Arts delivering projects on time and on budget
- Act as a liaison between City Departments & Staff, the Cultural Arts Commission and the community
- Promote the Cultural Arts Division's programs utilizing media contacts; responsible for creating promotional materials such as: brochures, handbooks, newsletter and bookmarks and other print collateral

- Supervise Staff, Community Service Workers and Volunteers under a variety of conditions supporting them in reaching established goals
- Editing and proofreading for a variety of materials promoting the programs we offer
- Led my Department in documenting standard operating procedures for programs
- Identify and track appropriate criteria to measure success
- Nurtured a relationship that led to a donation of art worth \$450,000.00
- Develop and manage an annual budget appropriate to the annual goals of the division
- Structured an organizational change which resulted in a 50% reduction in staffing expense not only maintaining existing programming, but increasing overall production over a 12 month transition
- Created a sponsorship program for cultural arts programs thereby offering high-caliber events within budgetary constraints resulting in revenue neutral and profit-generating programs
- Devised a Coordinating Committee of Volunteers who are instrumental in the planning and implementation of the Upper Arlington Labor Day Arts Festival, our City's signature event
- Develop new relationships through our permanent collection of art presentations, website, social media, a quarterly newsletter and by serving on other boards and commissions in UA and the Greater Columbus Area
- Addressed organizational challenges by learning more about the business of the arts including advocacy, alternative funding, grants and budgets
- Maintain the highest integrity in all divisional efforts consistent with our standards
- Nominated to participate in a 360 Leadership Evaluation Program
- Increased, by 40%, attendance at annual arts festival and community participation through extensive marketing program by adding multi-disciplinary programs and innovative art activities
- Cooperated with the press to raise awareness of the arts in our community to marked beyond our borders
- Coordinated annual arts scholarships jurying and distribution
- Reconstructed processes for increased efficiency

Public Relations Coordinator

January 1996 to January 2000

Dublin Arts Council – Dublin, OH

Education

2001 **The Ohio State University** Columbus, OH

Bachelor of Arts, English

Affiliations

Board Member Returning Artists Guild, Curation Committee CoChair Wild Goose Creative, Ohio Arts Council juror, Creative Mornings Columbus, Festival juror Art on the Commons, Kettering OH, Central Pennsylvania Festival of the Arts, Juror for exhibitions at the Cultural Arts Center, 934 Gallery, SCRAWL, Sullivant Bright Spots, and Art for Life

References

Available upon request