

## Relevant Work Experience

Self-employed – New England, New York, California

### **Nonprofit Consultant & Freelance Writer/Editor** - 1994-present

- Provide general fund raising counsel and assist nonprofits with planning, grant writing and management, annual appeals, events, and donor cultivation.
- Write and edit materials for print, radio, television, and web.
- Clients have included: Bigelow Cooperative Day Care (Cambridge, MA), Massachusetts Interfaith Power & Light (Newton, MA), Home Energy Efficiency Team (Cambridge, MA), Friends of the Manchester Animal Shelter (Manchester, NH), Delicious Empire (SF, CA), Helpusadopt.org (NY, NY), Portsmouth Music and Arts Center (Portsmouth, NH), North Country Center for the Arts (Lincoln, NH), Calpulli Mexican Dance Company (NY, NY), The Music Hall (Portsmouth, NH), Star Island Corporation (Rye, NH), Interstitial Cystitis Association (Rockville, MD), YWCA in Santa Clara Valley (San Jose, CA).

New Hampshire Legal Assistance - New Hampshire

### **Grant Writer/Manager** - 2010-2011

- Researched public and private grant opportunities for statewide civil legal aid organization.
- Wrote and submitted proposals.
- Developed project budgets.
- Oversaw grant reporting and managed internal processes.
- Initiated and maintained relationships with grant project partners.

Prescott Park Arts Festival - Portsmouth, NH

### **Executive Director** - 2005-2007

- Established artistic direction and strategic business goals of outdoor multi-arts festival.
- Produced, developed, and scheduled all programs and events.
- Planned and wrote materials for all fund raising, public relations, advertising, and marketing initiatives.
- Managed all business operations including systems, policies, budgets, contracts, payroll, billing, purchasing, technology, databases, and insurance.
- Hired, directed, and managed up to seventy-five cast, crew, musicians, and volunteers.

Star Island Corporation - Portsmouth, NH

### **Director of Development and Community Relations** - 2003-2005

- Planned, directed, and implemented all fund raising and community relations activities of an island retreat and conference center through three summer seasons, on a year-round basis.
- Designed, wrote, and produced all marketing and fund raising materials.
- Managed teams of up to fifteen peer solicitors and two staff members.

Pocket Opera, San Francisco, CA

### **Executive Director** - 1997-2000

- Chief executive officer for community opera company.
- Planned and wrote materials for all fund raising, public relations, and marketing initiatives.
- Hired, directed, and managed up to thirty-five employees, cast, crew, musicians, and volunteers.

California Lawyers for the Arts/San Francisco Art Commission - San Francisco, CA

**Program Director** - 1994-1997

- Directed ArtHouse program, dedicated to the preservation of arts and cultural facilities and the conversion of military bases to arts and cultural use.
- Wrote and submitted all grant proposals and reports.
- Developed new membership program.
- Planned and coordinated all workshops and events.
- Assisted community groups in conducting advocacy at the city and state level.
- Managed team of twenty staff and volunteer planners, architects, engineers, and builders.

Grace Cathedral - San Francisco, CA

**Writer/Designer** - 1993-1994

- Wrote, designed and produced fund raising, membership, and public relations materials for Quest Program, Concerts at Grace Cathedral, and Capital Campaign to Restore the Cathedral.
- Managed production schedule, time lines, and budgets.

Kodiak Women's Resource and Crisis Center - Kodiak, AK

**Program Coordinator** - 1982-1986

- Planned public outreach programs
- Conducted volunteer training sessions
- Maintained resource library
- Wrote grant proposals

## **Education**

California State University - Humboldt

**B.A. Communication and Design** - 1990

Student activities, awards, and publications

- Staff reporter for California State University's Lumberjack and Paradigm
- Researcher for California Public Interest Group-Humboldt County
- Production coordinator for student-run graphic design studio
- Writer/Researcher for Alaska Council on Domestic Violence and Sexual Assault
- Published in California State University's Toyon Literary Magazine
- Archie Shiels Freshman Writing Award
- St. Martin's Press Prize in Student Writing

Related Seminars and Training

- The Keys to Effective Editing, University of New Hampshire, Online Course, Fall Semester 2011
- Advanced Fiction Writing, University of New Hampshire, Online Course, Fall Semester 2008
- Executive Director's Seminar, The Management Center, San Francisco, CA, September 20-25, 1998
- Principle & Techniques of Fund Raising, The Fund Raising School, Center on Philanthropy, Indiana University-Purdue University, Indianapolis, IN, October 26-30, 1998

**References on request**