

Executive Summary:

Effective leader; experienced in non-profit development and board governance; ability to support executive and senior level management in a fast-paced environment; an excellent manager with strong organizational abilities and strengths in strategic planning, business development, and communications.

Professional Experience:

Albany Consulting Group
Principal

Albany, NY
June 2015 - Present

Albany Consulting Group provides strategic planning services for non-profits with an emphasis on development and fundraising, board governance, organizational management, infrastructure, and growth. For-profit businesses are provided with community relations services including corporate responsibility strategies and implementation plans for community giving, volunteerism, and foundation grants administration.

Palace Performing Arts Center
Executive Operating Officer

Albany, NY
June 2015 – October 2017

Leadership: Executive team member responsible for supporting the Board of Directors, Stakeholders and staff by participating in the planning and execution of activities to support organizational success and further the mission of the Palace Theater including an active role on the leadership team in planning and executing organizational operations including human capital, infrastructure, financial planning and business development.

Development: Responsible for the strategy, planning, implementation and oversight of development activities to increase revenue and ensure community support by creating value and cash transactions through stewardship activities, campaigns and community relations.

Northern Rivers Family Services
Chief Development Officer
2015

Schenectady, NY
April 2007 – May

- Founding member of team comprised of board members, executive leadership and consultants formed to create Northern Rivers Family Services by crafting an alliance between Northeast Parent & Child Society and Parsons Child and Family Center
- Member of Senior Management Team overseeing agency programs, finance, administration and policy implementation
- Responsible for the strategic planning, execution and management of fundraising activities including major gifts, corporate giving, foundation grants, appeals, special events, planned giving and capital campaigns
- Lead budget planning process for Development including forecasting, planning, implementation and execution

- Manage external relationships with corporations, foundations, individuals, vendors and volunteers
- Manage board relations including recruitment, governance, philanthropy and stewardship
- Serve as advisor to Chief Executive Officer on issues related to community relations and public image
- Provide oversight of Raisers Edge fundraising software to ensure appropriate collection, management, and analysis of data necessary to communicate with donors, provide stewardship, and generate financial reports to measure performance

**Brokers Network Real Estate
Director of Relocation Services**

Latham, NY
Dec 2002 to May 2007

- Licensed Sales Associate representing buyers and sellers throughout the Capital Region
- Managed contract preparation, negotiations and comparative market analysis
- Collaborated with attorneys, mortgage officers, home inspectors and appraisers from offer to purchase through closing

**Rocky Point Public Schools
Elementary School Teacher, Grade 2**

Rocky Point, NY
Sep 1987 to Nov 1993

- Successfully implemented New York State curriculum on an annual basis to Second grade students; New York State permanently certified; tenure granted in June 1990.

Community Service:

**The College of Saint Rose
Chair of “A Community of Excellence”**

Albany, NY
2004 to 2014

- Annually engaged and led community volunteer committee in the planning and execution of 400+ guest event
- Secured corporate sponsors, honorary committee members and individual guests
- Raised more than \$1.5 million for student scholarships

**Crohn's & Colitis Foundation of America, Upstate Northeastern NY Chapter
Albany, NY**

**“An Evening To Remember Gala”
to 2013**

2009

- Secured corporate sponsors, honorary committee members and individual guests
- Secured silent and live auction items
- Member of volunteer team raising more than \$80,000 each year to support medical research

**The Albany Institute of History and Art
Chair of "Museum Gala"**Albany, NY
2005 to 2008

- Engaged and led 30-member community volunteer committee
- Managed planning and execution of 400+ guest event including budget, marketing and site planning
- Secured corporate sponsors, honorary committee members, individual guests and live and silent auction items annually raising more than \$125,000 in net revenue for museum operations.

Education:

Harvard Business School Boston, MA
Executive Education-Performance Measurement 2011
for Effective Management of Nonprofit Organizations

Indiana-Purdue University Indianapolis, IN
Human Resource Management Certificate 2001

SUNY Stony Brook Stony Brook, NY
Master of Arts in Liberal Studies 1989

Adelphi University Garden City, NY
Bachelor of Science in Education 1986
Cum Laude

Memberships and Board Service:

Empire State Performing Arts Center Corp. Albany Charter School Network
Executive Committee Member Trustee
Governor Andrew Cuomo Appointee 2012 to 2018
February 2014 to 2016

100 Women of St. Jude City of Albany Planning and Zoning Board
Founding Member Mayoral Appointee
February 2013 to 2018 February 2004 to August 2011

Association of Fundraising Professionals Women@Work Connect
Member Advisory Board Member
March 2011 to 2018 March 2015 to 2018