

William Meunier

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Milwaukee ~~██████████~~
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Dedicated, results oriented volunteer management professional with demonstrated expertise in the following areas:

- Volunteer recruitment and management
- Special events
- Human services
- Organization building
- Fundraising
- Program planning, management and evaluation
- Communications
- Grant writing

Professional Experience

Senior Companion Program at SDC

Oct. 2001 to Jan, 2019

Program Assistant

Initially hired as a part time temporary volunteer recruiter, then hired as permanent Project Assistant in August 2002 for this program, which uses low income elderly volunteers to help other seniors to stay independent. Duties include the recruitment, training and management of volunteers, acting as a liaison with Volunteer Placement stations, organizing and coordinating special events, presentations to community groups, compiling statistics and writing reports, devising and maintaining record keeping and evaluation systems, assisting with grant writing, working with an advisory council, and writing correspondence.

Key Accomplishments

- Recruited hundreds of volunteers and clients.
- Developed an award winning evaluation/activity tracking system.
- Established an annual highly successful resource fair
- Helped the program to win local, statewide and national awards.

Bruce Mikkel and Associates

April, 2000 to June 2001

Consulting Associate

Wrote, edited, designed and proofread fund raising campaign brochures, prospectuses, and case statements for a non-profit fund raising firm.

Wisconsin Light Newspaper

June, 1995 to March, 2000

Writer/Sales Manager

Wrote and edited entertainment, political and news features, sold ads.

Key Accomplishments

- Ad revenue doubled
- Established an entertainment section of the paper

Editor-In-Chief

Wrote and editing feature stories, news briefs, political and entertainment columns, and editorials for Wisconsin's LGBT newspaper Supervised staff, designed each issue, managed office.

Key Accomplishments

- Redesigned contents
- Recruited a new writing staff
- Doubled per issue circulation

Insurance Agent

Sold and serviced, auto, homeowners, life, health and business insurance policies at this independent insurance agency.

Key Accomplishments

- Received several sales awards
- Developed base of over 500 clients

West Side Community Center

August, 1981 to September, 1982

Executive Director

Directed all aspects of programming and operations at this central city community center. Implemented fund raising programs. Also responsible for media relations and all aspects of public relations, special events, program planning and general administration.

Key Accomplishments

- Grant funding increased by 300%
- The Center's facilities were remodeling
- Programs were reorganized resulting in a 600% increase in client services.

Co-Operation West Side Association

July, 1978 to July, 1981

Coordinator

Coordinated all activities for a neighborhood organization located in Milwaukee's central city. Responsibilities included volunteer recruitment and management, fund raising and public relations, general administration, grant writing and administration, program planning, staff supervision and office management.

Key Accomplishments

- Grants increased by 600%
- Increased membership by 400%
- Established a block club network involving over 400 residents

Education

Graduate - Custer High School Milwaukee, Wisconsin

Bachelor of the Arts Degree – University of Wisconsin- Milwaukee

Post Graduate Work – University of Wisconsin – Milwaukee

Community Service

Coordinator UWM 55 and Over Club: – Founded and coordinated activities for a senior citizen program on the campus of the University of Wisconsin-Milwaukee

Chairman Holy Rosary's East Side Festival: Instrumental in tripling festival revenues and attendance.

Co-Founder Council of Festival Committees: Co-Founder and Executive Board member of a festival organization that included over 60 festivals and over 100 festival vendors

Member UWM Alumni Association Emeritus Board of Trustees