

William Meunier



Dedicated, results oriented volunteer management professional with special expertise in:

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

Recent Professional Experience

Senior Companion Program at SDC

Oct. 2001 to Jan. 2019

Project 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 recruitment, training and management of volunteers, devising and maintaining record keeping systems, making presentations to community groups, assisting with grant writing, acting as a liaison with other agencies, recruiting other agencies and programs to become volunteer stations, working with an advisory council, organizing special events, and writing reports and correspondence.

Key Accomplishments

- Recruited hundreds of volunteers and clients.
- Developed award winning administrative procedures.
- Provided effective advocacy and referral services to clients
- Established an annual resource fair
- Helped the program to win local, statewide and national awards
- Assisted with the Senior Companion Program Advisory Council

Center for AIDS Intervention Research (CAIR)

June, 2000 to June 2001

Newsletter Writer/Editor

Working with the staff, write and edit a quarterly newsletter that details the work of researchers at this A world renowned Medical College of Wisconsin research center dedicated to the prevention of AIDS. Translate research results into easy to understand terms for articles that reach a world wide audience of researchers, volunteers, program administrators and persons living with HIV/AIDS.

Bruce Mikkell and Associates

April, 2000 to June 2001

Consulting Associate

Write, edit, design 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

Writing and editing entertainment, political and news features, copy writing and ad sales.

Key Accomplishments

- Promoted to Editor in Chief
- Established an entertainment section for the publication
- Doubled ad revenue
- Designed and maintained a web site for the newspaper

Editor-In-Chief

Writing and editing feature stories, news briefs, political and entertainment columns, and editorials.

Supervised staff, designed each issue, managed office, planned special promotions.

Key Accomplishments

- Restructured newspaper contents
- Doubled circulation
- Increased publication frequency from biweekly to weekly

PrideFest

March 1991 – June 1995

Co-Chair/Director

Revamped Milwaukee's LGBT Pride events by establishing PrideFest. Responsibilities included marketing, volunteer recruitment, booking entertainment, grant writing, planning, securing sponsorships, fundraising, bookkeeping, contract negotiation and office management.

.Key Accomplishments

- Led the effort to hold an LGBT Pride event on the Summerfest grounds.
- Oversaw a Pride event attendance increase from 500 to over 15,000
- Led the effort to recruit over 300 volunteers

Milwaukee Careers Cooperative

April, 1990 to January, 1991

Development Director

Coordinated all fund raising and membership activities for a non profit faith based co-op, that worked with individuals considered to be unemployable. Responsibilities included special event planning and promotion, volunteer management, grant writing, corporate solicitations, membership development and recruitment.

Key Accomplishments

- Wrote successful grants that brought \$250,000 to the organization.
- Reorganized grant administration systems
- Conducted intensive publicity campaign, which resulted in a 500% increase in the number of clients.

Mid-Town Neighborhood Association

August 1989 – April, 1991

Executive Director

Supervised staff, managed office, researched and wrote grant proposals, developed programs, planned special events, wrote newsletter and other publicity materials, recruited members, volunteer management, media relations and general administration.

Key Accomplishments

- Increased volunteer participation by over 600%
- Membership increased by 800%
- Increased funding by over 300%.
- All funded programs exceeded their goals

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

- Increased grants by 300%.
- Reorganized programs which resulting in a 600% increase in client services.
- Raised funds to remodel the Center

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

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

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

Member Governing Board Milwaukee County Aging and Disability Resource Center

Vice Chair, Milwaukee County Commission on Aging Advocacy Committee.

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