

HIGHLIGHTS OF PROFESSIONAL ACCOMPLISHMENTS

Senior Donor Services Officer, Greater Milwaukee Foundation (GMF), Milwaukee, WI 2007 – Present

- Act as a representative for the Foundation within the community, and as a philanthropic resource for nonprofit organizations
- Managed over 400 donor advised and agency endowment funds
- Reviewed 50-75 grant proposals for donor advised funds annually
- Facilitated over 50 site visits and various meetings with local nonprofits
- Developed a grant application process for donor advised funds and supporting foundations
- Served as liaison to 105 agencies that have endowment funds
- Reviewed approximately 50 proposals and conduct 5 site visits for the Youth Summer Program Grant Initiative annually
- Worked in collaboration with the GMF Program Department to identify key co-investment opportunities for donors
- Cultivated relationships and engage donors, key prospects and professional advisers to further their commitment and understanding of GMF
- Coordinated and host events including donor tours/briefings, site visits, social gatherings and other meetings and events
- Developed a customized service plan with planned tasks and outcomes for every donor, which focuses on his or her interests, estate planning and financial needs
- Developed in-depth profiles of donors to document their program interests, financial plans, volunteer involvements, family history, family information and primary legal and financial advisors
- Coordinated and ensure accuracy of all written communications with donors including gift agreements, gift acknowledgment letters, donor advised fund grant recommendations, and fund financial statements
- Collaborated with other team members and development staff, to insure overall five-year financial and deferred gift goals are met

Executive Director, Public Allies Milwaukee, Milwaukee, WI 2006 – 2007

- Administered daily operations and acted as liaison to the Advisory Board of 10 individuals
- Recruited, retained, and oriented all Advisory Board members annually
- Developed job descriptions for Advisory Board and committee members
- Developed and maintained an operating budget of approximately \$1,200,000
- Managed 6 employees and 35 Allies and 40 volunteers and interns. Responsible for hiring, evaluation, and record keeping
- Liaison to the community and educational institutions to identify partnerships and volunteers
- Acted as the primary spokesperson and community liaison for the organization
- Prepared press releases for special events and news worthy related issues
- Provided all record keeping and reporting functions for state and local agencies, private foundations and other funding sources
- Prepared and submitted grant applications for local, state and national funding sources
- Administered special events and fundraisers

Executive Director, Latino Health Organization, Milwaukee, WI 2004 – 2006

- Administered daily operations and acted as liaison to the Board of Directors of 8 individuals
- Recruited, retained, and oriented all board directors
- Developed and staffed board committees, including fundraising, finance, marketing, community outreach & education, and governance
- Developed job descriptions for Board of Directors, committee members and employees
- Developed and maintained an operating budget of approximately \$250,000
- Administered all personnel benefits, payroll processing, employee evaluations, record keeping, hiring, and firing of employees
- Revised and implemented personnel policies and procedures as approved by the Board of Directors

Executive Director, Latino Health Organization, Milwaukee, WI (cont'd)**2004 – 2006**

- Assisted and administered all accounting and book keeping functions, including accounts payable and receivables
- Oversaw audit by an independent auditing firm annually
- Maintained relationships with city, county and state agencies, including the Wisconsin Department of Health and Family Services, Milwaukee County Human Services and the City of Milwaukee Health Department
- Acted as the primary spokesperson and community liaison of the organization
- Prepared press releases for special events and news worthy health related issues
- Provided all record keeping and reporting functions for state and local agencies, private foundations and other funding sources
- Prepared and submitted grant applications for local, state and national funding sources
- Administered special events and fundraisers
- Supervised volunteers and interns
- Organized educational presentations on a variety of topics, including tobacco, second hand smoke, Diabetes awareness, HIV/AIDS, breast cancer, asthma, infant mortality, domestic violence, glaucoma, kidney disease, obesity and nutrition
- Administered evaluations, reporting mechanisms and development and activities and services to ensure the agency mission program objectives were met

Outreach Education Director, Planned Parenthood of Wisconsin, Milwaukee, WI**1999 – 2004**

- Responsible for the management of a program budget of \$60,000
- Supervised 4 staff, over 200 volunteers, 20 teen peer educators and 10 interns
- Recruited, trained and coordinated volunteers to become human sexuality educators
- Created and implemented a marketing plan for the volunteer education program
- Co-developed a comprehensive curriculum for adolescents on human sexuality
- Established relationships on a statewide level with community organizations and institutions
- Facilitated focus groups with teens and adults around safer sex messages
- Developed a social marketing campaign around teen pregnancy prevention

Project Associate, Greater Milwaukee Foundation (Public Allies), Milwaukee, WI**1998 – 1999**

- Assisted in the recruitment of Boards Directors of local nonprofit organizations for focus groups
- Organized a forum for Latino-based nonprofits to market the benefits of the Nonprofit Management Fund
- Helped develop workshops on nonprofit management and board development
- Coordinated agency site-visits, evaluations and recommendations for grant funding
- Created and maintained a database of organizations that applied to the Nonprofit Management Fund
- Assisted in organizational assessments of nonprofit organizations in Milwaukee and Waukesha Counties

EDUCATION

Bachelor of Arts in Sociology, University of Wisconsin-Milwaukee, 1999

COMMUNITY INVOLVEMENT

- UWM Roberto Hernandez Scholarship Fundraising Committee – Co-Chair 2011 – Present
- Visit Milwaukee, Board Member 2012 – Present
- Partnership for Philanthropic Planning of SE WI, Member 2011 – Present
- Woodlands School, Board Member 2008 – Present
- Rotary Amigos of Milwaukee, President (2009/2010) & Member 2008 – Present
- Milwaukee County Parks Commission Board Member 2007 – Present
- Milwaukee Forum Leadership Program, Member 2006 – 2012
- Milwaukee Mosaic Partnership, Executive Committee Member 2006 – 2010
- UW-Milwaukee Latino Nonprofit Leadership Program, Mentor 2009 – 2010
- UW-Milwaukee School of Business Multicultural Program, Mentor 2009 – 2010
- Milwaukee Downtown Rotary, Member 2008 – 2009
- Helen Bader Institute for Nonprofit Management Diversity Committee 2005 – 2007
- UW-Milwaukee, Latino Alumni Association, Founder and President 2002 – 2005