

FULL NAME

Contact Information
LinkedIn Page

CHIEF EXECUTIVE OFFICER

Effective in fundraising, business strategy, and financial performance

*International development | Healthcare | Human rights advocacy | Legal assistance | Visual arts
Education | Public broadcasting | Faith communities | Political movements*

Senior leader who inspires and engages teams, external stakeholders, and donors. Imaginative, entrepreneurial, and strategic thinker who is focused internally on the big picture as well as externally on messaging and developing long-lasting business relationships. Cause-oriented professional who effectively combines analytical and financial expertise with relational EQ skills. Executive that shines in diverse communities and public facing roles.

CORE COMPETENCIES

Board governance	Brand recognition & visibility	Client relations
Strategic planning	Consummate networking	Finance & accounting
Fundraising & grants	Human resources	Information technology
New business development	People development	Political campaigning
Spokesperson & representative	Spanish-bilingual, conversational Italian	Compliance & risk management

PROFESSIONAL EXPERIENCE

Company Name, Location

2012 – Present

Company description

Chief Operating Officer, Secretary, and Treasurer: Responsible for strategic project and operational planning.

- Assumed Chief Executive Officer functions during prolonged medical leave; reported to Board chair; oversaw Board governance.
- Established fundraising function and maintained primary relationship with largest donor.
- Secured over \$50M in contributions and stewarded donors who funded over 50% of annual budget.
- Established Audit Committee charter and conflict of interest policies for the Board.
- Established subsidiary entities in Africa and Europe; developed high-level Africa delegations and events.
- Negotiated new headquarters lease saving over \$12M; moved staff towards 100% open plan design.
- Developed annual employment engagement surveys, built learning and development programs for staff; ran annual team-building events.
- Lead team of 30 (7 direct, 23 indirect) including: Finance, Human Resources and Information Technology.

Company Name, Location

2005 – 2012

Company description

Vice President Operations, Chief Financial Officer, and Treasurer: Responsible for finance, accounting, investment management, budgeting, compliance, and grants administration.

- Oversaw investment portfolio.
- Generated strategic surplus during financial crisis to fund subsequent years' operations.
- Introduced new financial systems including: payroll, accounting, and project control systems.
- Steered strategic planning effort with Chief Operating Officer.
- Negotiated and oversaw headquarters relocation: increased space 47% with 19% savings in rent.
- Managed team of 12; wrote personnel policies and introduced compensation salary bands.

Company Name, Location

Company description

1999 – 2005

Senior Director, Media Technologies: Responsible for \$500M of infrastructure grant funds.

- Led major technology investments including: replacement of public radio and TV interconnection systems (\$250M).
- Oversaw digital conversion of radio and TV stations (\$100M).
- Negotiated interconnection agreements with Public Broadcasting Service (PBS) and National Public Radio (NPR) on behalf of over 1,200 public radio and TV stations. Enhanced transparency and accountability.
- Re-engineered and redesigned grant process reducing award times by up to 30%.
- Successfully presented funding justification to congress and OMB avoiding potential cuts.

Director of Budget: Responsible for overseeing \$500M budget and \$500M investment fund.

- Successfully negotiated music licenses for public radio, TV, and Internet streaming valued at over \$40M, avoiding 50% increase in fees.
- Actively managed \$500M short-term investment fund that consistently surpassed benchmark yields.
- Performed internal audit uncovering \$3M of additional budget for growth funds.
- Provided governing fiscal and compliance oversight for NPR and PBS satellite interconnection systems.
- Regularly presented to Board and congressional staff; prepared reports for Board, Congress, and White House.
- Oversaw team of seven; hired Controller.

ADDITIONAL ROLES

Your title, company name, description of what you did

Your title, company name, description of what you did

Your title, company name, description of what you did

BOARD LEADERSHIP

Your role, organization name, description of what you did

Your title, company name, description of what you did

Your title, company name, description of what you did

EDUCATION

Degree Name and details

Degree Name and details

Courses & Certifications