
Summary of Qualifications

- Outstanding written and oral communication skills
- Exceptional strategic planning skills
- Successful grant writing and fundraising ability
- Creative self starter with quick mind
- Superior organizational skills and attention to detail
- Extremely strong and efficient computer skills

Areas of Expertise

Grant writing	Website development	Strategic planning
Design of promotional materials	Newsletter editing & production	Special event management
Prospect research	Fundraising events & campaigns	Volunteer recruitment & training
Budget & report preparation	Outcome-Based Evaluation	Community collaborations

Experience

Consultant—Grantwriting and Web Design, Rozen Consulting & Design (2002-present): Self-employed grantwriter and web designer focusing on assisting nonprofit organizations achieve their mission.

Director of Development, Washington Women’s Employment & Education, Tacoma (1998-2002; Development Assistant, 1997-98): Responsible for raising \$2 million annual budget for growing two-county welfare-to-work agency. Very successful writing proposals to public and private grantors (75% success rate); writing/editing effective promotional materials, including web copy, brochures, press releases, quarterly donor newsletter, annual report; organizing and implementing special events for 500+ guests. Developed and maintained agency website. Directed and implemented agency branding process. Implemented style guidelines for written materials. Regularly exceeded fundraising goals. Secured largest private grant (\$400k) in history of agency. Raised funds for new computer program. Raised funds for and helped design new volunteer program. Coordinated annual leadership team strategic planning process. Secured funds from new sources while retaining existing donors. Provided ad hoc computer troubleshooting in absence of info systems coordinator. Served on agency’s technology committee.

Computer Instructor, Washington National Guard, Tacoma (1997-1998): Developed curriculum and taught courses in basic computer literacy, Microsoft Word (beginning to advanced), Excel (beginning and intermediate) to military and civilian personnel with wide variety of skill levels and abilities.

Executive Director, Whatcom Volunteer Center, Bellingham (1993-1996): Responsible for overall operation of dynamic nonprofit agency with \$200,000 annual budget, including special events, board relations, human resource management, grant writing, fundraising, fiscal management, public relations, biannual audit. Implemented new agency name and image, expanded staff benefits package, developed new agency procedures and programs. Increased revenue base while maintaining cost-efficient agency. Implemented successful annual fund campaigns. Wrote winning grant proposals, including grant received to underwrite shared duplicating equipment purchased on behalf of 19 United Way agencies. Negotiated government contracts and ensured compliance. Developed, promoted, and implemented community-wide special events, including Make a Difference Day, National Volunteer Week, The Human Race fundraising event, the Golden Rule Award volunteer recognition program, and auctions.

Grants Coordinator, Pacific Science Center, Seattle (1990-1993): Researched prospective funding sources, prepared grant proposals and budgets, developed and maintained large database, cultivated donors. Responsible for raising over \$600,000 in operating funds during tenure, including federal grants, sponsorships, and gifts from new donors. Helped implement special events. Set up personal computers and trained staff.

Director of Public Relations & Marketing, Whatcom County Retired Senior Volunteer Program, Bellingham (1987-1989): Responsible for preparing all written materials, including brochures, press releases, newsletters, advertising copy, public service announcements, staff and volunteer training manuals, and annual reports. Broadcast weekly promotional radio spots. Organized and developed workshops, conferences, training sessions, and special events. Interviewed volunteers, volunteer supervisors, and prospective staff members. Assisted executive director.

Other Experience

Paid: **Instructor**, University of Phoenix (2002-present), The Nonprofit Center (2002-2005), Highline Comm. College (2002-2003); **Property Management Asst.**, Rozen Realty, Tacoma (1997); **Instructor**, Tianjin Normal University, China (1989-90); **Coordinator/Teacher** (1989), Cultural Homestay Institute; **Teaching Assistant** (1986-87), Western Washington University; **City Coordinator & Youth Group Leader** (1980-87), Hashachar; **Teacher** (1987), gifted students' program, W.W.U.

Volunteer: **Newsletter Editor** (2003-present), Temple Beth El, Tacoma; **Trustee** (2002-2006) & **Membership Chair** (2002-2005), Temple Beth El; **Webmaster** (2001-present), Temple Beth El; **Project Coordinator** (1999-2000), Weaving Project, Temple Beth El; **Treasurer** (1999-2000), Tacoma Weavers Guild; **Secretary** (1999-present); MUSE; **Board Member** (1995-1997), Congregation Beth Israel; **Editor** (summers 1991-95), *Poets at the Faire*; **Editor** (1987-89), *Bellingham Review*; **Tutor** (1988-89), Whatcom Literacy Council.

Education

CIW Master Web Designer (certificate program), Tacoma Community College
M.A. in English (creative writing), Western Washington University, Bellingham
B.A. in English (writing concentration), Western Washington University, Bellingham

Professional training:

- **Computer courses / experience:** Website Development & Design, HTML, FrontPage, PhotoShop, PageMaker, Windows, Word, Excel, PowerPoint, Paradigm, Publisher, Quicken, QuickBooks, Troubleshooting and Upgrading PCs, Advanced PC Troubleshooting.
- **Public relations / community relations:** Agency Branding, Public Relations, Newsletter Production, Developing Public Relations and Marketing Plans
- **Misc. seminars:** Accounting, Budgeting, Effective Board Leadership, Time Management, Outcome-Based Evaluation, Nonprofit Management, Legal Issues for Nonprofits, Effective Communication, Volunteer Recruitment, Using Volunteers Effectively, Staff & Volunteer Recognition & Retention, Strategic Planning,.
- **Fundraising:** Grantwriting, Fundraising Online, Internet Prospect Research, Direct Mail, Board Donation Campaigns, Special Event Planning, Donor Cultivation and Stewardship, Moves Management, Capital Campaigns, Planned Giving, Major Gifts.

Professional Associations

- American Association of Grant Professionals, 2006-present.
- Puget Sound Grantwriters Association, 1990-present; Board of Directors, 2002-2006.
- Northwest Development Officers Association (NDOA), 1993-2004.
- Development Directors Roundtable, The Nonprofit Center, 1999-2002
- Whatcom Fund Development Association (WFDA), 1995-1996: officer, founding member.
- Greater Northwest Volunteer Center Association, 1994-1996: founding member.
- Association for Volunteer Administration, 1994-1996.
- Whatcom County United Way Agency Directors' Forum, 1993-1996.

Honors and Awards

- Grant organization forms published in *The Ultimate Grants Toolkit*, 2006.
- Selected to participate on national design team to develop training program for new volunteer centers, 1996.
- Chosen to present at 1996 National Points of Light Foundation conference in San Francisco.
- Asked to present award at ceremony to mayor of Tateyama, Japan, during his visit to Bellingham, 1995.
- Whatcom Volunteer Center's Make a Difference Day special event received citation in the Points of Light Foundation's 1995 Communication Excellence Awards.
- Led city-wide smoke detector project for Make a Difference Day, which was named a local winner in 1995 Make a Difference Day competition by USA Weekend Magazine. Project repeated in 1996.
- Chosen to conduct research on volunteerism in Tateyama, Japan, as part of national sister city project, 1994.