

Justin Drwencke

CONTACT

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(517) 416-7186

EDUCATION

B.A. Interdisciplinary Humanities
Michigan State University

SKILLS

- Strategic planning
- Budget development and management
- Project management
- Event planning
- Contract negotiation
- Fundraising
- Grant writing and administration
- Written communication
- Technical writing
- Team leadership
- Customer service
- Microsoft Office
- Adobe Creative Suite

WORK EXPERIENCE

Administrative Services Coordinator

City of East Lansing, Michigan

October 2019 - present

- Monitor and manage project budgets, complete reimbursement requests to grantors, provide project update reports, and complete grant close out documents for \$5 million park capital improvement project grant portfolio
- Lead planning, development, and implementation for community events including a 8,000+ person jazz festival, summer concert series, movies in the park, 2,500+ person winter festival, and weekly farmers market
- Design and distribute print and digital promotional materials including postcards, brochures, electronic newsletters, and social media graphics
- Manage multiple program budgets, negotiate contracts, implement and maintain volunteer and donor databases

Co-Founder and Executive Director

Midwest Institute for Sexuality and Gender Diversity

February 2016 - present

- Oversee and maintain ultimate responsibility for the Institute's strategy and operations, its staff, and the execution of its mission
- Ensure the Institute has a long-term strategy which achieves its mission and toward which it makes consistent and timely progress
- Provide leadership in developing program, organizational, and financial plans and carry out plans and policies as authorized by the board of directors
- Lead, coach, develop, and retain the Institute's executive team and maintain a culture which attracts, keeps, and motivates a diverse, top quality team
- Identify, cultivate, and solicit major and planned gifts, and relationships with foundations, corporations, individuals, and community organizations
- Oversee planning and implementation of MBLGTACC, the Institute's annual conference for 2,000+ LGBTQ Midwest college students and higher education professionals

eServices Manager

Michigan State University Federal Credit Union

August 2012 - October 2018

- Led employees to achieve Credit Union strategic initiatives through training, coaching, mentoring, and performance management
- Designed, implemented, and managed Member Technical Support department, including hiring and training staff, to provide first level technical support for Credit Union electronic systems
- Communicated clearly and concisely in writing and verbally with employees and members
- Managed and monitored use, success, and maintenance of electronic service channels
- Identified, communicated, and provided solutions for trends to support Credit Union mission and provide superior service to members