

Bethany R. Lang

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Experience

NOVEMBER 2015 - PRESENT

Cornershop Creative, Virtual – *Project Manager*

- Serve as project manager for multiple simultaneous WordPress web design projects from discovery through design, development, testing/QA, and launch
- Manage incoming maintenance tasks and additional projects for most ongoing support clients, including clients on monthly retainer
- Work with clients, designers, and developers to provide thoughtful, creative solutions that meet time and budget requirements
- Organize and track project tasks and hours using Smartsheet and Beebole
- Currently working to transition into web development role, working on projects in WordPress, Luminate, Salsa Classic, CSS, and JavaScript

APRIL 2013 - NOVEMBER 2015

Z2 Systems, Inc., Chicago, IL – *Director of Training & Implementation*

- Managed a team of three Training & Implementation Consultants
- Served as client's project manager for implementation of NeonCRM, including management of timeline and communication with developers and other departments
- Reviewed new client data from previous systems, defined import rules, and communicated rules and changes to development team
- Conducted consults to help new clients configure their NeonCRM system to specifications
- Implemented JIRA for department, including creation of issue types, workflows, and Kanban boards
- Successfully implemented clients including the Barack Obama Foundation, James Beard Foundation, UnitedHealthcare Children's Foundation, and Staples Share Fund

JUNE 2010 - NOVEMBER 2012

Christopher House, Chicago, IL – *Manager, Foundation & Government Grants*

- Managed and stewarded the agency's private grants program, including corporate, foundation, and community and religious funding
- Increased the agency's corporate/foundation support by 25% in a single fiscal year through identification and cultivation of new, lapsed, and current donors

- Served as project manager and grant writer for responses to federal, state, and city government RFPs, including Illinois Early Childhood Construction Grants, which resulted in a \$5 million grant for the agency's new Belmont Cragin Family Resource Center
- Worked with executive, administrative, and program staff to fulfill funder application and reporting requirements, including budgets and evaluation goals, objectives, and results
- Conducted peer and prospect research on new and lapsed funders
- Assisted Chief Development Officer and CEO with board solicitation and other tasks as needed
- Served as database administrator for The Raiser's Edge and manager of the agency's website using NetCommunity
- Managed development interns and supervised Executive Assistant and Development Associate's work on Raiser's Edge and gift processing tasks
- Assisted with development and implementation of department and agency-wide three-year strategic plans

JULY 2008 - JUNE 2010

Chicago Children's Museum, Chicago, IL – *Grants Coordinator*

- Managed and stewarded a portfolio of over 50 private and corporate foundations and government agencies, securing over \$150,000 in funding
- Maintained hard, electronic, and Raiser's Edge files for portfolio donors, inputting research and action steps
- Expanded and managed in-kind donation program to include strategic partnerships with local and national businesses
- Developed and managed system to organize and catalog interdepartmental information and supporting research for proposals
- Assisted with strategic planning and implementation of department-wide stewardship plan, including creating updated annual fund and acknowledgment letters and revamping donor benefits and recognition levels
- Liaised with finance department to coordinate financial reporting for the Illinois Cultural Data Project
- Served on the interdepartmental team for Play For All, the museum initiative for welcoming children with disabilities

Education

2014

University of Illinois at Chicago, Chicago, IL – *Master's of Public Administration*

2008

The Theatre School at DePaul University, Chicago, IL – *BFA in Theatre Management*

2004

Thomas Jefferson High School, Jefferson Hills, PA – *Diploma*