

BECKY A. FOX, PMP

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AREAS OF EXPERTISE

- Project Management
 - Team Leadership
 - Collaboration
 - Problem Solving
 - Public Speaking
 - Content Creation
 - Volunteer Management
 - Process Improvement
 - Strategic Planning
 - Event Management
 - Database Maintenance
 - Community Engagement
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PROFESSIONAL EXPERIENCE

INDIANA UNIVERSITY HEALTH, INDIANAPOLIS, IN

2016 – PRESENT

ENGAGEMENT PROJECT MANAGER & ENGAGEMENT ASSOCIATE

- Coordinate logistics for monthly volunteer projects and annual Days of Service—develop project scope with nonprofit partners, procure supplies, recruit volunteers, lead team and ensure work is effectively completed.
- Increase annual hour reporting from 15,000 to over 40,000 hours.
- Manage seasonal interns to execute projects, including annual Days of Service that engage 1200 team members in service.
- Maintain VolunteerMatch site—update content on front and event pages, post projects, pull reports, and manage volunteer registrations.

SERVE INDIANA, INDIANAPOLIS, IN

2015 – 2016

PROGRAM OFFICER

- Planned Awards for Excellence banquet—managed teams to select awardees, design promotional pieces and programs, create videos, and handle event logistics.
- Managed AmeriCorps*State and Day of Service grants, through monitoring of sub grantees, budget and expense report approval, and site visits.
- Coordinated Volunteer Engagement Roundtable, a state-wide networking association.
- Created Volunteer Generation Fund grant program, with \$100,000 in grants to be awarded.
- Edited monthly newsletter and web content.

UNITED WAY OF CENTRAL INDIANA, INDIANAPOLIS, IN

2011 – 2015

MANAGER OF CORPORATE VOLUNTEERISM & HOOSIERCORPS MANAGER

- Collaborated on over 200 projects with more than 3,000 volunteers, in addition to annual Day of Caring events with 3,600 volunteers, doubling partner engagement.
- Maintained and promoted online database of volunteer projects, and co-managed transition to new databases (Volunteer Solutions—HandsOn Connect—Get Connected).
- Improved volunteer programs by assessing and making improvement recommendations, creating management training resources and program assessments.
- Managed seasonal staff and interns.
- Increased regional training opportunities by presenting Advanced Volunteer Management training and managing logistics and planning for Leadership and Volunteerism Summits.
- Engaged Corporate Volunteer Council, a networking and best practices group—maintained web content and developed Corporate Employee Volunteer Program Toolkit.

PROFESSIONAL EXPERIENCE, CONTINUED

- Advanced Torchbearer speaker program by developing materials and conducting trainings and review sessions.
- Managed and maintained disaster plan and volunteer crew for Volunteer Reception Center.

CRASH COURSE LITERATURE SCRIPT WRITER

2014, 2016

- Wrote scripts for [Sylvia Plath](#) and [Invisible Man](#) videos, with over 500,000 and 100,000 views, respectively

SECOND HELPINGS, INC, INDIANAPOLIS, IN DIRECTOR OF VOLUNTEERS

2007 – 2011

- Increased volunteer program growth by 35%, in excess of 32,000 hours—developed new, meaningful opportunities and promoted volunteer needs at fairs and to community groups.
- Improved volunteer satisfaction rate to 80% by creating standard policies/procedures and ensuring success through effective communication.
- Defined new project parameters through collaboration with staff.
- Created content for monthly newsletter, utilized Constant Contact templates to draft and email newsletter to volunteers.
- Maintained volunteer management software (VolunteerWorks)

MARKEY'S AUDIO VISUAL, INDIANAPOLIS, IN ADMINISTRATION COORDINATOR & RECEPTIONIST

2004 – 2007

- Strengthened talent pool by assisting HR with employee orientation, application processing, scheduling interviews, and maintaining records.
- Increased business material accuracy by writing and proofreading company literature.
- Assisted CFO by preparing commission reports and balancing budgetary data.

EDUCATION/ PROFESSIONAL DEVELOPMENT

BACHELOR OF ARTS IN ENGLISH (BA), Butler University, 2002

MASTER'S CERTIFICATE IN NONPROFIT MANAGEMENT, Indiana University, 2014

CERTIFIED VOLUNTEER ADMINISTRATOR, Council for Certification in Volunteer Administration, 2011

CENTRAL INDIANA ASSOCIATION FOR VOLUNTEER ADMINISTRATORS, Board Member 2008-2015

AMERICAN EXPRESS LEADERSHIP ACADEMY, Presented by Points of Light, 2015

INTRO TO HTML AND CSS, Girl Develop It, 2017

INTRO TO JAVASCRIPT, Girl Develop It, 2017

CERTIFIED PROJECT MANAGEMENT PROFESSIONAL, Project Management Institute, 2018