

NAMI WALK MANAGER

Professional Summary

Skilled fundraising manager with +6 years experience. Areas of expertise include grant writing, program development, & building community partnerships.

Skills

- Risk management processes and analysis
- Budgeting and finance
- Team leadership
- Strong verbal communication
- Data management
- Self-motivated
- Process implementation
- Project management
- Fundraising
- Program Management: Donor Drive, Salesforce, etc.

Work History

NAMI Walk Manager , 12/2016 to Current

NAMI Johnson County " City , STATE

- Increased NAMIWalks revenue from **\$85,000 to \$111,000 for two years**
- Managed all aspects of the implementation of the local NAMIWalks program/Collaborated with Executive Director, National NAMI Walks staff, team members, local Walk Chair and Walk Committee Members.
- Lead effort to recruit Honorary Walk Chair and Business Team Chair for the Walk.
- Recruited a Walk Planning Committee, coordinated, directed and supported the activities of the Walk Chair and Walk Committees.
- Recruited and developed volunteer Team Captains for the Walk from amongst NAMI members and natural allies, as well as from the local business community.
- Recruited sponsors and in-kind sponsors, establishing financial goals and objectives for Walk.
- www.namiwalks.org/johnsoncounty.
- Organized a Team Captains' Kickoff Luncheon for team captains and other supporters.
- Maintained complete records relating to the Walk in DonorDrive.
- Completed and submitted all Walk related reports to NAMI National/Support projects designated as priorities by the Fundraising Committee/Recruit volunteers to serve as project managers and assistants.
- Tracked the progress of each project by interacting regularly with project manage

Quality Improvement Care Gap Coordinator , 10/2015 to 03/2016

WellCare Of Iowa, Inc " City , STATE

- Direct experience with low-income Medicaid populations and individuals with a variety of disabilities.
- Serves as an advocate for individuals with disabilities through effective communication skills, sharing first hand experiences, and collaboration with community partnerships /Educates the member and their family about preventive health screenings while identifying barriers to care.
- Assembled a QI work plan for state contractual purposes.

Hunger-Free Iowa Initiative AmeriCorps VISTA Leader , 11/2014 to 07/2015

Outreach, Inc " City , STATE

- Organized, facilitated, and managed more than 25 hunger-related public presentations for civic groups, governmental agencies, religious organizations and non-profit sectors while providing community resources for the formation of leadership teams/committees.
- Recruited/supervised AmeriCorps VISTAs/ more than 55 volunteers for Hunger-Free Iowa Initiative and Days of Service.
- Responsible for grant research, writing, grant follow up work, and program budgets, businesses plans, and executive summaries.
- Maintained AmeriCorps grant reporting requirements, time-off forms, personal days, office calendars, and creates comprehensive meeting agendas/Experience with Medical Mission Inventory/Database Management/Salesforce/Raiser's Edge software.

AmeriCorps VISTA Leader At-Risk Outreach/Web Designer/EFL Coordinator , 08/2012 to 09/2014

Regional Office Of Education " City , STATE

- Organized and managed more than 35 career-oriented presenters for classroom presentations with local community partnerships for at-risk youth.
- Served as primary Operation Teen Safe Driving Program Director at local school districts and serves as a school district liaison among Henderson, Mercer, and Warren Counties.
- Organized service-learning projects for grant opportunities /Worked closely with PASS Coordinator and Assistant Coordinator in planning/preparing college field trips and presentations.
- Other duties: Maintained integrity of web design, web content, consistent web messaging, social media, etc.

Skills

Budgets, Event planning, Communication skills, Database Management, Financial, forms, Fundraising, Leadership, Social media content management, Presentations, Profit, Progress, Grant Writing, Reporting, Research, Web design, Web content Management, Raiser's Edge,

Salesforce & DonorDrive

Education

Bachelor of Science : Educational Foundations History/English , May 2012

Iowa Wesleyan University - City , State

Educational Foundations History/English