

# SAMUEL A. KAUFFMAN

5599 Pats Point • Winter Park, FL 32792 • 407.754.5160 • samuelkauffman@gmail.com

## PROFESSIONAL EXPERIENCE

CENTRAL FLORIDA HILLEL INC. (Orlando, FL)

**Associate Director:** June 2013 – Present

- Navigated an atypical year including relocation into new \$60M permanent facility, hiring of Executive Director, and reorganization of non-profit from the ground up
- Assisted in attainment of 3 year \$1.5M+ matching grant in pilot program to add additional staff & services
- Coordinated local efforts with branding organization in implementation of \$60k restricted gift
- Grew student leadership from 6 to over 25 with a leadership model based on researched trends
- Supervised and managed staff, interns, and student leaders through transition year
- Grew attendance in weekly programs by 600% and immersive experience by 200%
- Completed Safe Zone Training for LGBTQ+ Community

**Interim Executive Director:** June 2011 – June 2013

- Represented organization in community, on campuses, and at national events
- Board governance oversight for meeting, retreat, recruitment, and cultivation while putting in place conflict of interest policy, board expectations, and working committees
- Prepared and managed budget and fiscal policies in conjunction with lay leadership on budget committee
- Collaborated on marketing, design, and leasing in construction phase of a \$60M, 600k sq/ft facility designed to provide an alternative revenue stream to organization as well as the first permanent location
- Solicited and collected donations in face-to-face meetings including gifts over \$50k
- Awarded grants including the Jewish Agency Israel Fellows (\$18,000/per year for 3 years) and Development Professional Capacity (matching grant of \$18,000 over 2 years)
- Managed all aspects of programming and program staff on 4 campuses across central Florida
- Implemented annual combined board retreat for 4 campus student boards and board of directors
- Administered human resources policies, procedures, benefits, payroll, staff retreat, recruitment, retention, supervision, and staff development
- Instituted a semi-annual staff day of service

**Assistant Executive Director:** January 2007 – June 2011

- Board development responsibilities included preparation for meetings, recruitment, and cultivation
- Managed fundraising event that led to highest net profit in organizational history
- Administered human resources policies, procedures, benefits, and bi-weekly payroll
- Prepared and managed budget that peaked at \$750k in conjunction with lay leadership and staff
- Awarded grants for the Jewish Campus Service Corps Fellowship (\$6000) and Grinspoon Internship (\$2000)
- Oversaw programming staff on multiple campuses with 6 years of unprecedented growth in attendance
- Hired, supervised, trained, evaluated, and developed professional staff, student staff, and interns
- Managed facility and coordination of staff and vendors for maintenance and repairs
- Coordinated development efforts including Phone-a-thon, Thank-a-thon, Family Weekend, Alumni & Parents' campaigns, & direct mail; assisted in creation of campaigns targeting young alumni and parents
- Staffed immersive experiences Taglit - Birthright Israel: Hillel trip & Alternative Spring Break to New Orleans
- Identified strategies to decrease expenses and to refocus organization on mission during economic crisis

**Program Director:** October 2004 – January 2007

- Developed and successfully implemented strategic student programming and outreach plans that increased market penetration by 300% and student leadership by 200%
- Completed 3 straight years of successful programming under budget through an implemented action plan
- Assumed operational responsibilities and oversight in absence of an executive director
- Successfully awarded Grinspoon Israel Advocacy Internship (\$2000) and Avi Chai Program Grant (\$5000)
- Produced unique curriculum and aspects of the first two Hillel alternative spring break cruises to the Bahamas including community service, Jewish history and learning
- Successfully recruited, coordinated, & staffed hundreds of students attending the Taglit – Birthright Israel trip

5599 Pats Point • Winter Park, FL 32792 • 407.754.5160 • samuelkauffman@gmail.com

TAMPA BAY BUCCANEERS (Celebration, FL)

**Supervisor, Training Camp Assistants:** July 2004 – August 2004

- Supervised 20 training camp assistants ensuring professionalism and accountability
- Coordinated transportation to and from practice for over 100 players, coaches, and staff

HILLEL AT FLORIDA STATE INC. (Tallahassee, FL)

**Jewish Student Life Coordinator:** August 2002 – June 2004

- Developed, organized, and successfully implemented plan for programming and outreach with very limited budget for an estimated Jewish student population of 3500
- Created system for planning, implementing, and evaluating programs
- Planned student leadership retreat incorporating teambuilding and professional skills
- Attended and prepared programming reports for board of director meetings
- Assisted in development efforts including annual Hillel-a-thon and direct mail campaigns

FSU ATHLETIC DEPARTMENT (Tallahassee, FL)

**Equipment Manager:** July 1999 – May 2002

- Maintained inventory of equipment while administering budgets totaling \$120k+
- Developed creative budgeting/inventory strategies for unknown circumstances, while building and maintaining positive relationships with administrators, coaches, and athletes
- Organized daily laundry services for 75 athletes and coaches
- Enforced NCAA policies dealing with athletic apparel and equipment
- Daily contact for varsity soccer, softball and men's and women's golf teams to Nike Incorporated

**Assistant Home Event Manager:** July 1999 – May 2002

- Recruited, trained, managed, and supervised volunteers
- Organized and maintained setup and breakdown of multi-sport facility
- Contributed to yearly event operations manuals

**EDUCATION**

THE IRON YARD

- **Front End Engineering:** March 2015 (Orlando, FL)

THE FLORIDA STATE UNIVERSITY

- **Master of Science in Physical Education - Sport Administration:** December 2002 (Tallahassee, FL)
  - Global Sport Management Program, Summer 2002 (Paris, France - London, England)
- **Bachelor of Science in Education - Sport Management:** May 2001 (Tallahassee, FL)

**COMMUNITY & PROFESSIONAL INVOLVEMENT**

Board Member: JEWISH FEDERATION OF GREATER ORLANDO, June 2010 – August 2013 (Maitland, FL)

- Israel and Overseas Communities Committee (June 2010 – Present)
  - Co-Chair (2010-2013), Awarded for most innovative program (2011)

Member: JEWISH COMMUNITY CENTER, January 2008 – Present (Maitland, FL)

- Israel Independence Day Community Celebration Committee (2008 – 2012)

Member: FLORIDA CITRUS SPORTS, April 2006 – Present (Orlando, FL)

- Membership Services Committee – develops retention strategies for membership base of over 1000
- Team Selection Committee – represents organization at intercollegiate football games to high-level university officials and football coaches of potential teams for the CapitalOne and Champs Sports Bowls

Steering Committee Member: PARTNERSHIP 2000 – Orlando / Kiryat Motzkin, August 2006 – 2010 (Orlando, FL)

Member: YOUNG NONPROFIT PROFESSIONALS NETWORK, August 2005 – Present (Orlando, FL)

- Professional Development Committee, 2006 – 2007

Member: OR HADASH / Our Jewish Orlando - Young Leadership Group, July 2004 – Present (Orlando, FL)

- 2008-2009 Board of Directors (Programming Board)
- 2007-2008 Board of Directors

ALPHA EPSILON PI FRATERNITY

- Active Brother: Phi Tau Chapter, March 1998 – May 2001
- Advisor: Nu Delta Chapter, November 2012 – Present