

Sample Nonprofit ED Resume #1 (Emily Newman)

Description: In this resume sample, Emily conveys that she has spent her career in the program function, progressing to a vice president level. Her current role requires a full array of strong, cross-functional management skills, including fundraising and external relationship management responsibilities. Like many vice president-level program roles in larger organizations, this job is much like an executive director (ED) position for a smaller nonprofit. Success in this type of role could potentially provide the experience needed to move into an ED position.

EMILY NEWMAN

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EXECUTIVE SUMMARY

Multi-faceted experience with executive management of organizations; particular strengths include:

- Developing and implementing innovative programs and products and services.
- Working with constituent groups including boards, committees, volunteers, and external audiences.
- Building and retaining exceptional staffs and creating excellent work environments.
- Overseeing and coordinating all aspects of budgeting and financial management.
- Leading organizations and departments through periods of substantial growth and transition.

PROFESSIONAL EXPERIENCE

2005-2009

Mentors USA

Washington DC

Directs programs helping schools across the U.S. plan, finance, and assign mentors to underserved populations through a community engagement model.

Vice President, Programs

- Brought in to coalesce a set of programs encompassing trainings, grants, publications, technical assistance, and information resources to scale Mentors USA model of community-centered engagement from a one-to-one, highly prescribed method to one-to-many and many-to-many self-directed approaches.

Boston

535 Boylston St., 10th Floor
Boston, MA 02116
P 617 572-2833
F 617 572-2834

New York

112 West 34th St., Suite 1510
New York, NY 10120
P 646 562-8900
F 646 562-8901

San Francisco

465 California St., 11th Floor
San Francisco, CA 94104
P 415 627-1100
F 415 627-4575

- Prepared and executed annual operating plans for the department, and worked with other department executives in syncing annual plans and cross-departmental initiatives.
- Participated on executive management teams on various matters, including updating Mentors USA key strategic vision.
- National and regional trainings – tripled the number of annual participants in Mentors USA trainings on how to plan, finance, and organize projects.
- Grants – ramped up challenge grant programs, providing more than \$3 million to more than 500 organizations throughout the U.S. between 2005 and 2007, with 2007 accounting for half of this total.
- Prepared and monitored an annual program budget of \$4 million.
- As head of a department with innovative approaches to scaling impact in the non-profit sector, conducted ongoing output and impact studies, including cost-benefit analyses for all programs in the department.

1997-2005

Association of Medical Professionals

Washington DC

An association whose members are involved with research, development, and application of information management in health care.

Program Director

- Created annual operating programs for membership recruitment, conferences, and other association activities.
- Oversaw development and delivery of member services programs and products.
- Organized headquarters planning and execution annually of a five-day national conference with 2,000 attendees.
- Inaugurated new online newsletters and alerts, introduced an online version of AMP's journal, and redesigned the information scope and content of AMP's web site to make it a dynamic, authoritative knowledge resource about the field and the latest developments in it.
- Coordinated planning for publicity, marketing and promotion, and communications campaigns.

1985-1997

Nonprofit Information Exchange

An organization providing training, continuing education, information technology products and services, and consultative support to information centers in non-profit, corporate, academic, public, and government settings.

Program Manager

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- Greatly expanded existing programs and developed new ones, growing the institutional member/customer base from 70 organizations to more than 700.
- Grew NIE's continuing professional education program from a few training sessions per year to a point where NIE established a separate state-of-the-art Education Center and was regularly conducting more than 200 workshops, seminars, and other educational events annually.

EDUCATION / PROFESSIONAL LICENSURE

1984

University of the Southwest

Phoenix, AZ

MA, Economics

1982

University of the Southwest

Phoenix, AZ

BA, Economics

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

Congress of Medical Professionals

Member, Organizing Committee

Healthcare IT Network

Member, Board of Directors

DC Nonprofit Association

Member, Board of Directors

AWARDS AND PRESENTATIONS

Recipient, 1993 Nonprofit Article of the Year Award for "Sharing Knowledge in Nonprofits" in Nonprofits Weekly, 13 (September, 1998).

Instructor, University of DC Graduate School, Summers 1983 and 1986, and University of Phoenix Graduate School, Summer 1982.

Numerous presentations to professional audiences, external boards, and other groups regarding organizational programs and services, public policy issues, and futures outlook.

Bridgestar (www.bridgestar.org), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.