

## Sample Nonprofit ED Resume #2 (Matthew C. Williams)

**Description:** Matthew has built his career in the program function; however, he has progressed to a senior-level operational role: chief of staff. Here he has gained important operational experience in finance, development, communication, and administration; he also has developed strong external relationship-management skills. This experience, coupled with his program experience, might well equip him for consideration as an executive director (ED)/chief executive officer (CEO) for a nonprofit organization.

### MATTHEW C. WILLIAMS

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### EXECUTIVE SUMMARY

Over eighteen years of experience in:

- **Development and grants management.** Managed over \$20 million in grants for local and national initiatives that impact poor and disadvantaged populations. Raised over \$10 million in corporate grants for various programs. Developed comprehensive fundraising strategies for national and local organizations involving foundation grants, corporate contributions, and individual donor programs.
- **Strategic planning and facilitation.** Led various strategic planning processes for both national and local organizations. Well-versed in translating missions and goals into operating plans with clear benchmarks and annual objectives.
- **Organizational development and capacity building.** Design and provide technical assistance to community-based and non-governmental organizations in the areas of board and program development, community assessment, and process/outcome evaluation. Chair national and local organization boards, and an active member in various boards and advisory committees.
- **Budget management.** Extensive background in developing and monitoring program and organizational budgets. Designed financial protocols and procedures to control costs and monitor disbursements.
- **Policy development and analysis.** Well-versed in assisting federal and state government agencies and national organizations to develop policy positions.
- **Advocacy work and constituency building.** Extensive experience in articulating issues in health and public education as they relate to economic and social development.

#### Boston

535 Boylston St., 10th Floor

Boston, MA 02116

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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

## **PROFESSIONAL EXPERIENCE**

**1994–Present**

**Public School Association**

**New York, NY**

***Chief of Staff, 2004-Present***

***Senior Program Officer, 1998-2003***

***Program Officer, 1994-1998***

- Manage the organization's core functions in Finance, Administration, Communication, and Development.
- Spearhead budget process resulting in balanced budgets.
- Restructured annual employee evaluation process, streamlined staff job descriptions, and aligned compensation packages with roles and responsibilities.
- Successfully submitted proposals for core operating support from national and corporate foundations totaling over \$10 million.
- Successfully raised over \$2.5 million in funding over 5 years to implement programs to support low-income communities.
- Address program and policy issues in public schools. Facilitated discussions in communities across the United States that engaged students, parents and teachers.
- Provided technical assistance to local education funds and other community-based organizations in the areas of organizational development, evaluation, fundraising, and board development.
- Spearhead planning of annual conferences from 1995 to present.
- Established strategic partnerships with various national organizations dealing with youth development, parent involvement, and student support programs and services.

**1989-1994**

**National Council for Education**

**Senior Program Officer, Education Programs**

**New York, NY**

- Directed a 5-city assessment of the education needs of people of color, and disseminated results to media and other policymakers.
- Provided education grants and technical assistance to community based organizations.
- Presented lessons learned and innovative approaches in grantmaking at various conferences and seminars attended by municipal representatives.
- Assisted US federal and state health and social service agencies in the development of programs targeting hard-to-reach populations, minorities and other disadvantaged communities.

**1988-1989**

**Thousand Oaks Hotels**

**Accountant**

**Denver, CO**

- Maintained general ledgers for corporate and VIP accounts for an 10-property regional office.
- Conducted monthly, quarterly and year end-reconciliations; prepared monthly and year-end statements.
- Supervised staff of five to post cash receipts, accounts receivable, and accounts payables.

**1986-1988**

**Fischer Corporation**

**Credit Officer**

**Denver, CO**

- Maintained accounts receivable ledger and contacted past due accounts between 60 and 120 days.
- Processed credit applications, provided credit ratings, and responded to credit reference inquiries.

**EDUCATION**

**1992-1994**

**Midatlantic University**

**Baltimore, MD**

Master of Arts, Psychology

**1990-1992**

**Midatlantic University**

**Baltimore, MD**

Bachelor of Arts, Psychology

**BOARD EXPERIENCE**

Chair, National Board, University Center for Learning

Chair, Development Committee, Board of Directors, New York ED Fund

**Bridgestar** ([www.bridgestar.org](http://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.