

## Sample Nonprofit COO Resume #2 (James Halpert)

**Description:** James's resume illustrates a career progression that has been more heavily focused on finance, but like sample one above, has also provided cross-functional experience. James has gained experience in development, external relations, facilities, and operational management; this breadth of operational experience could make him an attractive nonprofit chief operating officer (COO) candidate.

### **JAMES HALPERT**

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Brooklyn, NY 10014  
C: 646-464-6400  
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### **EXECUTIVE SUMMARY**

A highly motivated and entrepreneurial executive manager with a professional background in finance and financial management. Experience directing all core business and other functional disciplines including, but not limited to, information technology, human resources, retail, and operations management. Outstanding consensus building and project management expertise. Proven capability for leading, motivating, and developing a staff of diverse backgrounds and expertise, across multiple operations.

### **PROFESSIONAL EXPERIENCE**

#### **2006-Present**

#### **Inspire Charter School**

**New York, NY**

Founded in 1980, the school's vision is to assist students in going to college by helping children through a unique combination of academic instruction and values-based character building.

#### **Director of Finance & Administration**

- Reporting to the Executive Director and the Board, this newly created position oversees and leads finance, business planning, human resources, administration, and information technology.
- Played a key role in securing \$3 million Foundation grant.
- Created a five year strategic plan.
- Selected and implemented program management system.
- Implemented a robust budget and planning process.

#### **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

**1996-2006**

**Boston Playhouse**

**Boston, MA**

The Playhouse is the oldest theater in America. It houses a collection of art, artifacts, and architecture from the late eighteenth century to the early twentieth. The Playhouse hosts performances for over 400 guests on a nightly basis.

### **Vice President of Administration**

Reporting to the President and the Board, direct the day-to-day financial and operational activities of a major theater based in Massachusetts. Activities include planning and administration of budgets, endowment, capital and planned giving funds, bond compliance, federal and foundation grant administration through EDGAR and OMB A-122 and A-133 compliance audits, insurance policies, retail operations, legal counsel liaison, and all aspects of information technology, facilities/operations, security, and human resources.

- Highly regarded track record of consecutive years of positive “on budget” operations performance, which grew from \$2 million to \$4 million annually.
- Improved business performance and profitability by maximizing earned income, increased staff performance, and lowering fixed and variable costs.
- Directed multiple capital projects ranging up to \$15 million in size.
- Successfully negotiated federal indirect cost rate.
- Participated in several capital campaigns up to \$25 million in size.
- Managed successful merger and integration of another playhouse with assets valued over \$100 million.
- Managed community partnerships with other national and regional not-for-profits.
- Management of endowment & investment portfolio.
- Developed and implemented operations network and other business intelligence systems including, but not limited to, unified messaging phone system, an integrated general ledger system, integrated fundraising, calendar management, email servers, and retail point of sale.

## **EDUCATION / PROFESSIONAL LICENSURE**

**1995**

**Franklin College**

**Boston, MA**

Masters of Business Administration

**1993**

**Franklin College**

Bachelor of Science, Accounting

**Boston, MA**

**2001**

**Franklin College Leadership Program**

**Boston, MA**

**PROFESSIONAL AFFILIATIONS/MEMBERSHIPS**

**Boston Accounting Roundtable**

Member

**Theater Association of MA**

Board Member, Treasurer

**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.