

ROBERT SMITH

Founding Executive Director

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Seeking a Founding Executive Director position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

EXPERIENCE

Founding Executive Director

ABC Corporation - 2008 - 2008

- Led the startup of an interfaith ministry supporting an under-served population of transients and seniors Worked with community leaders to create the vision, values and strategies for establishing a center that provided food, clothing and employment assistance.
- Secured a rent-free facility.
- Initiated and led campaigns to raise public awareness and generate contributions.
- Created public service announcements and established relationships with all media.
- Program design and operation Established policies, schedules and workflow procedures for collecting and distributing donations of food and clothing.
- Developed community fairs for senior clients to sell their crafts.
- Recruited, selected and trained program volunteers in fund-raising, food bank operations and client relations.

Founding Executive Director

Delta Corporation - 2005 - 2008

- Hand-picked by Lyric Opera Virginia Artistic Director to manage the founding staff of a new opera company based in Norfolk, Virginia.
- Start-up operation responsibilities included recruiting board members, creating and implementing three year launch budget, creating and managing .
- Opened first office for JCRC on Long Island to create a long term, sustainable agenda for the well-being of a vibrant Long Island Jewish community.
- Included identifying and promoting common community affairs objectives among Jewish organizations and institutions and the broader Long Island .
- Created and implemented plan for integration of JCRCLI activities into Long Island communities Established strong working relationships with local.
- Solicited and secured grants and contributions totaling over \$650K in value, representing entire organizational budget Assessed, recruited,

and .

- Overall responsibility for strategic, financial and management operations of organization, expanded and nurtured funding resources, supervised.

EDUCATION

- M.B.A. In Human Resource Management

SKILLS

Directing Skills, Program Manager.