ROBERT SMITH

Founding Executive Director

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Founding Executive Director with a 23-year track record of successfully driving programs end-to-end to increase overall business growth and improve operational efficiency. Have consistently delivered in ambiguous environments and am focused on getting things done for companies of all sizes to meet customer needs.

CORE COMPETENCIES

Product Management, Program Management, Business Analysis, Product Development.

PROFESSIONAL EXPERIENCE

Founding Executive Director
ABC Corporation - 2013 – 2020

Key Deliverables:

- Defined and executed on strategic roadmap within budget, which included launching 3 service offerings, expanding to 11 locations and hiring 30+ team members.
- Activities led to Upower winning Seattle Met Light A Fire award.
- Achieved 501(c)3 status in less than 2 months and was able to raise $350K+ in 12 months.
- Created and managed partnerships with 5 public entities, 3 private foundations, 4 for-profit companies, and 5 working non-profits to sponsor classes, procure donations (cash and in-kind), and expand class offerings for participants.
- Managed Board of Directors by sending monthly communications and participating in meetings to set and execute on strategy.
- Established and maintained customer relationships, from recruiting, onboarding, feedback, issue resolution and communications.
- Became proficient with Trello, Rackspace and WordPress to build the online presence of the organization.

Founding Executive Director
Delta Corporation - 2010 – 2013

Key Deliverables:

- 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 and .
- Founding Executive Director which included board and program development, cultivated new donor relations; recruited, hired and supervised personnel; .
- This established the model standard for Boys & Girls Clubs of America for future development of rural communities.

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- A Smithsonian Affiliate and science education non-profit for children and adults Founded the organization, provided the strategic vision, and .
- Television production Web development Program development.
- An international membership trade association representing the graphic foil industry Planned and executed all training seminars, committee meetings, .

EDUCATION

BS In Accounting

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