

Robert Smith

Founding Executive Director

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Leadership, Directing
Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

More than 15+ years' experience developing worldwide business, marketing, and communications strategies and programs for prominent for-profit and non-profit organizations, with a particular focus on healthcare and health systems. Led strategic initiatives nationally and globally to address complex challenges in healthcare and social policy, leveraging new and emerging technologies, non-conventional business models, and strategic public-private partnerships.

WORK EXPERIENCE

Founding Executive Director **ABC Corporation - 2015 - 2020**

Responsibilities:

- Managed policy, planning and strategy for a nonprofit artist services organization.
- Provided consulting to emerging arts organizations on nonprofit development and management.
- Partnered with the board of directors on strategic planning, fundraising and financial management.
- Created organizational and program budgets, and handled financial management and reporting.
- Supervised two staff members, including setting annual work programs and regular oversight.
- Managed \$1MM annual budget.
- Presented KEFs work and learnings at national education conferences.

Founding Executive Director **Delta Corporation - 2010 - 2013**

Responsibilities:

- 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 .
- Harvard National Congress Founding Director Florida Forensic Institute.
- Developed and directed professional adult, youth, special population adventure education programs.
- Director of Marketing, Staffing, Fund and Board Development.
- Created Telluride Teamworks Executive Adventure Programs, directed and developed custom program design, lead facilitator for team of facilitators.
- Established five county school readiness coalition as mandated by 1999 Florida Legislation.

Education

Diploma