

PROFESSIONAL EXPERIENCE

Orangewood Foundation (OF)-Santa Ana, CA
Chief Development Officer

2007 to Present

- Responsible for all areas of development for OF, The Samueli Academy charter high school capital campaign and annual operations campaign
- Manage a portfolio of 125 major donor relationships
- Develop annual comprehensive fundraising plan to meet the following goals: OF Operations-\$4.5 Million, Samueli Academy Operations-\$750,000, Samueli Academy Capital Campaign Phase I & II -\$25 Million completed 12/15
- Oversight of Phase III Samueli Academy Capital Campaign (\$34 Million Goal-\$15 million in gifts and pledges YTD)
- Lead a team of 13 development professionals and ensure performance tracking (moves management) and SMART goal success
- Oversight of Foundation Relations team with annual goal of \$1.4 Million for private foundations. Review, assess and apply to State/Federal grant opportunities consistent with OF mission and goals
- Development and implementation of “Corporate Cares” Program to increase corporate support, expand corporate relationships in the community and provide an enhanced level of stewardship. Membership has grown to over 150 companies and over \$300,000 in annual support
- Oversight of Orangewood *Legacy Society* planned giving program. Program has grown to 46 members
- Oversight of marketing activities to promote community awareness of and interest in OF (Website, social media, digital marketing, direct mail, print and electronic newsletters)
- Responsible for OF development programs, services and events. Evaluation and implementation of new programs/events in accordance with OF mission, goals and strategic plan
- Provide support to the CEO in matters related to Foundation policies, programs and management issues
- Assist CEO with Board development, recruitment and stewardship
- Development and tracking of annual budget for the development program

California State University, Fullerton-Fullerton CA
Executive Director Alumni Relations (2004-2007)

1998 to 2007

- Direct outreach to over 180,000 alumni, creating and maintaining lifelong relationships with CSUF
- Managed eight-member team and a twenty-member Board of Directors including recruitment, development and strategic plan implementation
- Created and managed local and regional events within alumni relations and the Association
- Supervised a complex membership/marketing program including print, phone and electronic communications
- Oversight of local, regional and international alumni chapters
- Responsible for state and foundation budgets
- Negotiated revenue generating affinity agreements with major corporations
- Managed a group of donors to programs including the Guardian Scholars and Athletics
- Member-senior management team for the Vice President of University Advancement
- Responsible for 501(C)(3) auxiliary Alumni Association compliance and reporting
- Collaborated with the office of Government Relations on issues of advocacy
- Oversight of the marketing/rental/maintenance of The Golleher Alumni House

**California State University, Fullerton
Fullerton, California**

Director of Development: Guardian Scholars-College of Humanities & Social Sciences (2001 to 2004)

- Position was expanded to include management of the Academic Fundraising Program for the University's largest college-Humanities & Social Sciences (HSS)
- Responsibilities included collaboration with the Dean and Department Chairs to identify funding priorities and seek support
- Worked directly with the Dean on fundamentals of the development process
- Directed HSS Dean and faculty through the corporate and foundation grant process
- Created targeted HSS direct mail campaigns
- Responsible for Guardian Scholars Program annual fundraising goal
- Responsible for the research, identification, cultivation, solicitation and stewardship of Guardian Scholar donors
- Researched corporate-foundation guidelines and prepared funding proposals

**California State University, Fullerton
Fullerton, California**

Director of Development, Principal Gifts (1998 to 2001)

- Primary responsibility for major gift fundraising
- Duties included research, cultivation, solicitation and stewardship of major gift prospects, education of volunteers, and interaction with committees to achieve overall goals
- Coordinated the “*It’s Our University*” (IOU) annual faculty-staff giving campaign.
- Prepared program specific grant proposals

EDUCATION California State University, Fullerton, Bachelor of Arts, Psychology
Los Angeles College of Chiropractic, Bachelor of Science, Human Biology
Los Angeles College of Chiropractic, Doctor of Chiropractic (D.C.)
Indiana University, The Center on Philanthropy, Certificate in Fundraising Management-
CFME

MEMBERSHIP Association of Fundraising Professionals (AFP)
Lifetime Member, Cal State Fullerton Alumni Association

VOLUNTEER ACC Foundation Board of Directors
WCU Foundation Board of Directors