



A Sample of...

Not For Profit Assignments

Arts Organization, Acting Executive Director

Overall authority for the day to day operations, including management of staff, reporting to a large board and executive, and working directly with volunteer committee. Main focus was spent on building a team, re-focusing a sense of direction and boosting moral. Worked with the board in a major and successful fundraising effort (\$ 1.5 million).

Children's Mental Health Agency, Project Management

Senior project management, strategic planning and logistical support to a children's mental health agency as well as partner agencies in the region. Work involved developing, planning and implementing the introduction and/or refinement of specific and organizational programs and services in such areas as case management, crisis and mobile response, accreditation, compensation, clinical records, administrative service/support and physical relocation and consolidation.

Health Services Agency, Vice President, Sales and Marketing

Responsible for the development and co-ordination of a national marketing strategy and plan for the "for profit" arm of a large national health services agency.

Museum, Acting Director, Shops

Responsible for the re-organization of all for-profit shops in the museum in order to produce larger profit centres to provide more funds to operations. Major achievement was preparation for retail sales linked to a major Art exhibition.

Social Service Agency, Interim Director, Management Services

Responsible for day-to-day management of a diverse portfolio of non social work functions, including human resources, finance, information technology, quality assurance, office and residential facilities, administrative support, communications, fundraising, and organizational planning and development. New initiatives included major organizational culture change process, the selection and implementation of three major computer systems, and the development of agency's long range space plan, including selection of real estate broker, architect, and builder and the development of the conceptual design for the new building. Major involvement in fundraising for non mandatory services.

Urban Environmental Agency, Governance and Planning Support Project

Supported Board and staff of rapidly growing environmental organization in the development and implementation of new policy governance model and strategic and operational planning.

Community College, Market Research Project

Gathered information about and provided analysis of employer expectations for hiring new graduates in computer science, marketing, and accounting for Information technology and Business faculties in order to assist them in developing their new programming and revising existing programs.

Childcare Agency, Expansion Planning Support

Conducted analysis and evaluation of expansion options for \$15 million agency providing lunch and after school programs to support senior management and Board decision-making.

New Foundation, Strategic Planning Support

Developed and facilitated strategic planning process for Board of new national sports foundation, including development of implementation plan.

Museum, Acting Director, Human Resources

Responsible for all Human Resources functions including negotiating and administering numerous collective agreements, developing and implementing a staff replacement plan, advising on reorganizing of Education and Programs division, as well as creating and implementing new, critical administrative systems.

Private Sports and Recreational Club, Interim General Manager

Managed all aspects of operations, including facilities, food and beverage services, for private club.

Provincial Arts Council, Strategic Planning Support

Produced comprehensive review and action plan for arts in the community to guide the organization in its strategic planning.

Multi Divisional National Security Service Provider, Market Research & Systems Evaluation

Conducted research to determine both overall market size as well as the number and potential dollar value of the national contracts being issued in this sector. Evaluated client's current business systems to determine if these systems were compatible with national contract bidding requirements.

Hospital Foundation, Interim President

Provided executive management support to staff and Board of one merger partner in a three-way foundation merger.

Start-up Foundation, Executive Director

Developed and implemented plans to acquire resources and build appropriate infrastructure for start-up foundation.

Social Service Agency, Acting Communications Director,

Develop communications strategies to support new agency vision as well as provide direction for implementation of strategies and plans. Significant involvement in fundraising and management of communications staff.

Adult Literacy Agency, Interim Finance Manager

Assumed responsibility for all financial operations of \$4 million agency, including government and Board reporting and budgeting.

