

EDUCATION

Master of Arts, Communication Development

May 2001, Colorado State University, Fort Collins, Colorado

Thesis: “The Effectiveness of Grant Proposal Guidelines of Colorado Private Foundations:
Text, Reader and Writer”

Bachelor of Arts with Honors, English

May 1996, Humboldt State University, Arcata, California

RESOURCE DEVELOPMENT EXPERIENCE

Development Director

California State Rural Health Association, Sacramento, CA • www.csrha.org • Oct. 2008 – May 2010

- Development and implementation of annual fund development plan
- Grant proposal research, writing, and submission to private and public funding sources
- Membership development, including appeal letters and marketing materials

Consultant

-Gary Bess Associates, Paradise, California • www.garybess.com • August 1996 - present

- Research and writing of Federally Qualified Health Center applications on behalf of community health centers in California
- Writing, editing and submitting of successful grant proposals to private and public sources on behalf of non-profit health and human service organizations
- Developing original project ideas and proposals based on clients' needs
- Conducting research on private foundations, public grant opportunities, client needs assessments, community needs and solutions

- Eastern Nevada Landscape Coalition • www.envlc.org • June 2004 – present

- River Partners, Chico, California • www.riverpartners.org • May 2006 - present

- Environmental Protection Information Center, Garberville, California • October 2007 - present

- Community Housing Improvement Program (CHIP), Chico, California • April 2008 - present

- Northcoast Regional Land Trust, Arcata, California • www.ncrlt.org • May 2002 – November 2007

- Butte Environmental Council • www.becnet.org • October 2003 – July 2007

Development Director

Environmental Protection Information Center (EPIC), Garberville, California

www.wildcalifornia.org

May 2002 – August 2004

- Researching, writing, submitting and tracking all foundation grant proposals and relationships
- Membership and individual donor development including database management (with Filemaker Pro), direct mail, special events, newsletter, annual report
- Development and implementation of annual fundraising plan and timeline

Development Director

Trees, Water & People, Fort Collins, Colorado

www.treeswaterpeople.org

October 1999 – April 2002

- Responsible for all foundation and corporate relations for organization
- Increased foundation grants by 100% in first year
- Management and tracking of grants with Lotus Approach database
- Special event fundraisers and special campaigns
- Hiring and supervision of all paid interns and volunteers
- Media and public relations
- Desktop publishing (produced quarterly newsletter and annual report)

Resource Development Specialist

Emily Griffith Center, Golden, Colorado

Residential and experiential education facility for troubled youth

June 1999 to October 1999

- Foundation and corporate grant proposal research, writing and tracking
- Management of donor database
- Planned and implemented special event fundraisers

Consultant

FirstCall, Fort Collins, Colorado

Information and referral center

November 1998 to June 1999

- Development of needs assessment and boiler-plate documents for start-up of organization
- Writing, editing and submitting of proposals to private foundations and corporations in Colorado

Grant Writing Teaching Assistant

Colorado State University, Fort Collins, Colorado

November 1997 – May 1998

- Assisted in the development and teaching of Grant Proposal Writing as a Genre, a pilot graduate level English Department course
- Prepared, researched, and delivered lectures on public and private sources of funding support, and how to research and contact funding sources

CURRENT & PAST CLIENTS

Butte Environmental Council (BEC), Chico, CA

California State Rural Health Association (CSRHA), Sacramento, CA

Californians for Alternatives to Toxics (CATS), Eureka, CA

Center for Ethics and Toxics (CETOS), Gualala, CA

Center for Fetal Alcohol Spectrum Disorders, Chico, CA

City of Martinez, Martinez, CA

Community Housing Improvement Program (CHIP), Chico, CA

Eastern Nevada Landscape Coalition, Ely, NV

Environmental Protection Information Center (EPIC), Garberville, CA

Friends of the Eel River, Garberville, CA

Garberville Town Square, Garberville, CA

Gary Bess Associates, Paradise, CA
 Golden State Land Conservancy, Ukiah, CA
 HomeAid Northern California, San Ramon, CA
 Human Nature, Petrolia, CA
 Integrated Behavioral Health Project, a project of the Tides Center, San Francisco, CA
 Native Springs Foundation, Eureka, CA
 Nevada Department of Wildlife, Reno, CA
 Northcoast Regional Land Trust, Arcata, CA
 Northern California Regional Land Trust, Chico, CA
 River Partners, Chico, CA
 Sacramento River Discovery Center, Red Bluff, CA
 Sanctuary Forest, Whitethorn, CA
 Second Baptist Church, Chico, CA
 Southern Humboldt Community Park, Garberville, CA
 Trees Foundation, Redway, CA

SPECIAL SKILLS

Proficient in Microsoft Word, Microsoft Excel, Adobe InDesign, Adobe Pagemaker, Adobe Photoshop, Adobe Acrobat, Filemaker Pro. Successful submission of State and Federal grant applications. Experience and access to current Foundation Directory and other online databases. Experienced in desktop publishing (particularly in newsletter, annual report and brochure design), direct mail appeals, public relations, marketing, and research. Excellent written and oral communication. Organized, detail and goal oriented.

VOLUNTEER WORK

Board of Directors, Secretary

Butte Environmental Council
 November 2005 – August 2007

Editor/Contributing Writer

Sierra Club Poudre Canyon Group, Fort Collins, Colorado
 April 1998 – April 2002

Colorado Non-Point Source Water Pollution Council Alternate Member

October 2000 – March 2001

REFERENCES

Gary Bess

President, Gary Bess Associates
 Paradise, California
 (530) 877-3426
gary@garybess.com

Julie Pokrandt

Development Director
 River Partners
 Chico, California
 (530) 894-5401
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Betsy Macfarlan, Executive Director
 Eastern Nevada Landscape Coalition
 Ely, Nevada
 (775) 289-7974, enlc@sbcglobal.net