

## **PROFESSIONAL PROFILE**

Accomplished leader with a proven track record for strengthening the governance, management, operations and financial well-being of leading non-profit research and membership organizations; extensive experience with public policy analysis and assessing program effectiveness; exemplary written and oral communications skills and a strong ability to explain complex information to varied audiences in a clear and understandable manner; effective interpersonal skills that are sensitive to competing stakeholder interests and expectations.

## **EXPERIENCE**

### **CHIEF EXECUTIVES ORGANIZATION**

Bethesda, MD

*Director of Membership and Governance*

2008-Present

Serve as the key official responsible for governance, member recruitment and retention for a select networking community of 2,000 leaders in 50 countries who serve at the highest levels of corporations, government and non-profit entities and who have distinguished records of business and community leadership.

- Provide leadership and direction for a four-member staff responsible for the development of a sophisticated membership program; coordination of an ongoing process of member identification, recruitment, and evaluation; and the execution of member retention initiatives and events.
- Play an instrumental role in the creation of the membership strategic plan; work closely with the Board of Directors to advance its successful implementation.
- In conjunction with the international president, develop master schedule and agenda for a 51-member board of directors; oversee execution of the board's quarterly meetings held internationally; identify action items and coordinate follow up with directors and headquarters staff on their progress, status and timely completion.
- Maintain official governance records and update organization's bylaws and policies and procedures.

### **NATIONAL ACADEMY OF PUBLIC ADMINISTRATION**

Washington, DC

*Increasingly responsible management positions*

1997-2008

#### *Vice President for Board and Fellow Relations (2007-2008)*

Provided strategic and tactical support to an 18-member board of directors that set the overall direction for the Academy, the nation's leading non-profit organization for public governance that provides independent research and trusted advice to government leaders. Worked with the board chair and president to produce substantive board agendas focused on the organization's impact; prepared outcome-oriented briefing materials that drove the board to action at its meetings; authored a quarterly State of the Academy report sent to institutional stakeholders.

- Served as the president's point of contact to the Academy's 600 Fellows, the nation's top policymakers, public managers, scholars and business leaders.
- Oversaw and directed staff in the execution of Fellow recruitment, orientation, and retention activities.
- Managed a robust membership program that included an intensive nomination and election process, annual national conference, regional meetings and innovative mentoring initiative for upper-level federal managers.
- Drafted board chair's remarks; composed detailed, accurate minutes for each board meeting; spearheaded the successful effort to comprehensively overhaul and amend the organization's bylaws, which earned the support of 90 percent of the Academy's membership.

#### *Vice President for Administration (2003-2007)*

Bore primary responsibility for the Academy's internal management and operations. Managed finance and budget processes for a \$10 million revenue base and \$10 million endowment, as well as contract administration, strategic communications, information technology, human resources policy and facilities management. Reported directly to the Academy president; served periodically as acting president in his absence.

- Served as staff director for the Academy’s presidential search. Developed a confidential process for the solicitation, recruitment and consideration of candidates. Provided strategic counsel to the search committee chair as the committee undertook its activities. Successfully conducted the process on time and under budget.
- Successfully managed four Academy presidential transitions; acclimated each incoming chief executive to the organization’s governance structure, operations, finances and culture.
- Oversaw the Academy’s finance and human resources functions, which managed a 50 percent increase in revenue and staff from Fiscal Years 2003 to 2007. Secured clean independent audits for the same period.
- Developed and managed the Academy’s first-ever career ladder, which enabled the organization to recruit, retain and cultivate individuals across a full range of positions, from entry level researchers to project directors.

*Director of Communications (2002-2003)*

- Managed all internal and external communications and served as key contact for media inquiries and outreach. Wrote press releases, staged media availabilities and published articles, op-eds and commentaries.
- Advanced the Academy’s marketplace presence through a strategic branding and communications initiative; developed compelling marketing materials that explain the Academy’s vision and mission to diverse audiences.
- Vastly strengthened the written quality, organization and presentation of all Academy study reports; contributed to or edited more than 35 Academy reports on such issues as public sector pay-for-performance, post-9/11 intelligence and investigation reforms, federal financial management reform, wildland fire management, workforce recruitment and retention, and high-performance partnerships.

*Research and Program Associate (1997-2002)*

- Conducted research for a study of practices used by the U.S. military to investigate criminal sexual misconduct in the Armed Services. Participated in 100 in-depth interviews with Members of Congress, congressional staff, senior Defense officials and military officers; wrote a chapter and recommendations presented in a final report to the House Subcommittee on Personnel, Committee on National Security.
- Performed program analysis for a consulting study on the U.S. Housing and Urban Development’s methods to assess assisted housing providers. Conducted site visits and interviews with department officials, including the Secretary and Deputy Secretary, and congressional and executive branch stakeholders.
- Managed the Academy’s Panel on Executive Organization and Management, composed of senior Executive and Legislative Branch officials who meet regularly to discuss, debate, and seek ways to strengthen the structure, capacity, management and performance of public institutions.

AMERICAN UNIVERSITY

Washington, DC

*Adjunct Professor, School of Public Affairs and Washington Semester Program*

2000-Present

Teach undergraduate courses in the Department of Government; lecture on a variety of topics, including contemporary political behavior and urban and grassroots politics. Oversee graduate and undergraduate student internships with Executive and Legislative Branch agencies, non-profit organizations and national media outlets. Consistently earn exemplary teaching evaluations with performance ratings of “superior” or “very good” from 91 percent of students.

EXECUTIVE OFFICE OF THE MAYOR

Providence, RI

*Mayoral Writer*

1992-1997 (seasonal)

Composed individual and government communications responses to members of Congress, state and local elected officials and business leaders. Wrote speeches, talking points and proclamations for mayoral appearances and editorials for media dissemination. Facilitated the execution of citywide policy objectives as staff in the Office of Policy and Department of Administration. Performed other tasks at the request of the mayor.

**EDUCATION**

AMERICAN UNIVERSITY

Washington, DC

M.A., Political Science, School of Public Affairs

1997

B.A., Journalism, School of Communication, *Magna cum Laude*

1995

- Pi Alpha Alpha (National Honor Society for Public Affairs and Administration)
- Pi Sigma Alpha (National Political Science Honor Society)