
KEY QUALIFICATIONS & INTEREST AREAS

Organizational Management, Entrepreneurship, Business Development, Economic Development, Research, Planning

PROFESSIONAL EXPERIENCE

Vice President

Madison, WI

Becker Professional Services, LLC

March 2022 – Present

- Economic development and redevelopment services (BRE and business assistance, planning)
- Tax increment financing planning and analysis
- Grant writing, research, and management (state, federal, philanthropic)
- Project management, business development, planning, and administration
- Executive Director services

Executive Director

Stoughton, WI

Innovation Center Stoughton

January 2023 – Present

- Develop and implement strategic plans, programming, and events that meet the organization's goals and objectives
- Prepare budgets and financial records; ensure compliance with all local, state, and federal regulations
- Create organizational processes and systems for the management of Innovation Center Stoughton
- Serve as spokesperson and contact for the organization at community events

FINNOVATION Fellowship Program Manager

Minneapolis, MN

FINNOVATION Lab

August 2018 – February 2022

- Manage all logistics for \$2.5 million social entrepreneurship program, including coordinating with fellows, curriculum partners, mentors, funders, corporate partners, PR/media, and evaluation partners, among others
- Oversee program budget and invoices/payments to vendors and contractors using QuickBooks
- Supervise 9 Fellows each year
- Co-develop program curriculum around pillars of Leadership Development, Human-Centered Design, Measuring Social Impact, and Business Planning/Development
- Create and update program documents including fellowship handbook, fellowship agreement, expense reports and spreadsheets, curriculum, and assignment trackers
- Strategically manage and create content for communications and marketing of Fellowship Program and FINNOVATION Lab, including e-newsletters, social media, and website
- Plan and execute Fellowship programming and events, including Selection/Pitch Day, Program Kickoff, Mentor Networking, Speaker Panels, etc.

Development and Marketing Associate

Minneapolis, MN

Literacy Matters Foundation

June – August 2018

- Received Professional Fundraiser certification from the State of Minnesota
- Research funding opportunities and write grant proposals
- Plan and execute fundraising events with individual donors

Program Evaluation Consultant

Minneapolis, MN

Cultivate International

February – May 2018

- Assess curriculum of adult community development training program to determine evaluation needs
- Conduct a literature review of relevant evaluation methods, approaches, and case studies
- Design an evaluation plan for the organization to measure educational program outcomes

Consultant

Santo Domingo, Dominican Republic and Minneapolis, MN

Mossier Social Action & Innovation Center

January – May 2018

- Work with a local organization in the Dominican Republic to develop a community-based tourism model
- Co-facilitate focus groups and conduct interviews with MN corporate executives and international NGOs to discuss corporate social responsibility initiatives as they relate to tourism and community development
- Collect and analyze qualitative data from focus groups, surveys, and interviews to inform social enterprise planning

Economic Development Intern

Saint Paul, MN

Minnesota Chamber of Commerce

September 2017 – May 2018

- Conduct economic development research (phone interviews, desk research) and write summary reports on findings
- Assist with scheduling and attend business assistance visits to local businesses through Grow MN! program
- Provide timely entry of business visit interview data into Salesforce database to inform program practices
- Compile and analyze data in Salesforce to inform staff decisions

Consultant

Petén Department, Guatemala

Rainforest Alliance

May – July 2017

- Support the USAID-funded Climate, Nature, and Communities in Guatemala initiative
- Engage local stakeholders and attend community meetings with partner organizations
- Develop an interview guide and conduct interviews with community members
- Create marketing materials for local women-run businesses and rural palm leaf wholesalers
- Collaborate with local business leaders to develop cost-analysis and inventory tracking spreadsheets in Excel
- Submit recommendations to Rainforest Alliance Guatemala for their future work with non-timber forest products

Research Assistant

Saint Paul, MN

University of MN Extension, Community Economics

February 2017 – May 2017

- Review existing literature on business retention and expansion practices for community economic development
- Develop a survey/interview guide of questions related to BR&E practices in Minnesota
- Contact, schedule, and conduct 23 phone interviews with economic development professionals in MN
- Transcribe all interviews and use Dedoose qualitative analysis software to code and analyze the interview data

Development and Office Administrator

Minneapolis, MN

WellShare International

September 2014 – January 2017

- Lead the planning and implementation of two large fundraising events, bringing in revenue of over \$80,000
- Assist in researching, writing, and submitting grant proposals
- Process incoming donations; record and track donor information in Salesforce; analyze donation data
- Manage front desk; answer incoming phone calls, greet and welcome people in office
- Update and maintain website using Wordpress
- Design, write, and send e-newsletters to over 1,600 people using Mailchimp software
- Lead fundraising committee meetings
- Supervise development assistant interns

EDUCATION

Master of Development Practice | May 2018 | Humphrey School of Public Affairs, University of Minnesota

- Major: Sustainable International and Community Development
- Minor: Program Evaluation; Natural Resource Management

Bachelor of Science in Business | May 2014 | Carlson School of Management, University of Minnesota

- Major: Public/Nonprofit Management and Entrepreneurial Management
- Minor: Sustainability Studies