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| Jennifer Voutsinas, MS  Director of Development |
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**Program Development / Business Development / Nonprofit Management / Grassroots Startups / Philanthropy / Venture Funding / Strategic Planning / Interpersonal Communication / Community Engagement / Business Consultancy / Grant Proposal/Writing**

Manage high visibility projects and increases communication and productivity to achieve and exceed organizational goals. Successful team-building skills. Known for creative expertise and strong work ethic in project development, philanthropy, grant writing, and relationship management.

Can contribute now by:

* Aligning people and resources to meet or exceed business goals and objectives including grant writing and program management.
* Leveraging metrics to measure performance to identify and resolve operational challenges.
* Working collaboratively with staff, corporate partners, and nonprofit community to provide inclusive experiences with all stakeholders.
* Detailed oversight of P&L, budget, revenue and expenses, restricted and unrestricted funds, to provide stewardship of organizational resources.
* Create sales/donor presentations, emphasizing interactivity and growth.

**Education:** **MS**, Human Nutrition, University of New Haven, CT

**BS**, Home Economics, Food & Nutrition, Montclair State University

**Certifications:** Executive Certificate in Nonprofit Leadership, University of Notre Dame

**Certified Fund-Raising Executive** (CFRE) in progress

**Grant Professional Certification** (GPCI) in progress

**Continuing Education:** Nonprofit Management, Grant Writing, Fundraising Essentials, Research Methods, Advanced Grant Proposal Writing, WordPress Websites – Bucks County Community College

Work History and Highlights

**Business & Development Consultant**

Self-employed Consulting Practice

05/2019 – present

Project management and communications; community engagement to educate and promote programs and events; work synergistically with staff, corporate partners and nonprofit community to provide inclusive experiences with all stakeholders; provide stewardship of organizational resources through detailed oversight and analysis of P&L, budget, revenue and expenses for restricted and unrestricted funds; plan and execute fundraising events, grant proposals and management, writing reports, newsletters, board meetings and appeals; serve as public speaker for workshops, radio and television on behalf of clients. Various short-term projects- paid and volunteer.

**GRANT WRITER AND MANAGER**

Oversee Annual Grants Calendar, proposal writing, letters of interest, performance and outcome reports, grant timeline, research corporate and foundation donors, county, state, and federal grant applications, and reporting. Connecting with funders, donor relationships, staff coordination, review content with staff and enhance communications regarding client surveys for reporting. Coordinate with Executive Director on all grant proposals (4-6 per month) to ensure accurate and consistent reporting.

**Interim Foundation Director/Foundation Associate**

St. Francis Foundation, Trenton, NJ

07/2017 – 04/2019

*St. Francis Medical Center Foundation is the fundraising component of the Medical Center. The Foundation is a separate 501(c)3 organization governed by a Board of Trustees comprised of local community leaders, business, and religious leaders. While the medical center was founded in 1874, the Foundation was established in 1992 and actively supports the medical center.*

Oversight of $3.4M in assets associated with all fundraising, compliance, and stewardship activities for the foundation focusing on mission and strategic vision; customized and organized events. Monitored outcomes to reach and exceed goals, grants, and corporate grant proposal writing, documentation in donor management software (CRM), presentations, and grants management. Created year-round Development Plan and fundraising activities in addition to annual gala, golf outing, community report, and annual giving, including:

* **Exponential growth for Community Event of 200% in first year.**  Began extensive outreach to build relationships in the community. Used various marketing strategies, social media, and internal marketing. As a result, a huge response was built over a 2-year period. Prior year 110 attendees, 1st year after campaign 220 attendees, 2nd year 750 attendees.
* **Reduced Language Translation System cost by 95%.** Hospital staff using Cyracom Telephone Language Translation System for large Latina population. The system was being used for Spanish language translation at a cost of $200,000 per year. Researched situation identifying translation needs with each department head, Chief of Nursing, Chief Medical Officer, as well as the Foundation President. Wrote a proposal for a Medical Translator Certification School to come to the hospital and provide training classes for staff through an onsite program. Cultivated major gift via personalized tour to provide $25,000 initial program expense. This eliminated 95% of costs of Cyracom use and have minimal costs to sustain.
* **United C-Suite and Board to identify areas of need and support.** Leadership and Board out of touch with staff and community need making it difficult to fundraise for specific hospital/community priorities. Worked collaboratively with hospital VP to help me create a hospital tour with department heads to help hospital leadership and board understand staff and community needs. Several needs were identified as priorities for proposals (RFP's) to bring to targeted donors. 2 proposals were written, and 2 charities made a verbal commitment to support the RFP's.
* **Season of Giving explodes with generous donations.** Company needed toy donations for Community Event without adding unplanned expense to budget. Created a new Holiday Toy Drive Campaign for staff, donors, and community to participate in. Reached out to work collaboratively with the US Marine Toys for Tots in both 2017 & 2018 to support them as well. Collected and distributed 230 Toys in 2017, & 850 Toys in 2018.
* **Research Donor Legacy Stories.** Loss of connection with donor stories. Addressed significant lack of communication and outreach within the hospital, community, and all stakeholders. Investigated recent and legacy stories to reinvigorate donor support to Foundation and School of Nursing Funds- wrote and distributed stories via Community Report, Community Newsletter to staff, community, and all stakeholders.
* **Grant Management, Writing Proposals, & Administration.** Stewardship of current grants, monitoring reports, outcomes, and trouble-shooting concerns. Build relationships with donor, corporate, community, and program staff. Review opportunities for funding programs which target Community Needs Assessments/Plans. Research different funding sources, write proposals, grant submissions, and target new funding streams.

**Director of Sales & Operations**

C2 Education of Newtown

04/2015 – 04/2017

*C2 of Newtown develops individualized academic programs, combining test prep, tutoring, and college admissions counseling, to give local students the best chance at college acceptance.*

Recruited to turnaround sales, operations, and business direction. Accountable for mission, financial management, performance management, and P&L for this national franchise.

* **Student base exceeds expectations by corporation.** Brand new center was not able to grow a customer base. Trained tutors to build relationships with their students, be accountable for progress, and provide exceptional customer service. Met regularly with parents to discuss progress, increase loyalty, and encourage reward referrals. Built relationships with schools through offering free sessions for their students, free on-site SAT practice tests, or at our center, and parent education workshops. After first year, student base grew to 100 students, and by the second year 145 students, from 25 schools.
* **Increased job satisfaction.** Staff morale was low due to a lack of students and low billable hours. Each tutor was working 5-10 hours per week. Created staff customer service training to build positive, not punitive relationships with students. Developed a Jr. Engineers Club for students and friends to work on STEM projects to increase student base. Staff had greater job satisfaction and enjoyment through informal interactions with students, the tutors, and the Assistant Director. Work became more enjoyable for everyone, and as center grew, the tutor's billable hours grew to 20-35 hours per week.
* **Improved customer service ratings on surveys by 25%.** Students were unmotivated to come to sessions with tutors. Trained tutors on relationship building to connect with students more personally. Held staff meetings to discuss concerns regarding student interactions. Hired more culturally diverse tutors to better represent student population. Allowed students more accessibility to connect with tutors on a personal level. Tutors became more engaging with students resulting in highest rated customer surveys in region.

**Director of Sales & Operations/ Senior Counselor**

Medifast

09/2013 – 12/2015

Managed all aspects of customer service for growth with successful outcomes; drove retail sales in center including planning, inventory, ordering, budgeting. Trained, developed, and supervised staffing and workflow per company policies with focused attention to details and sales to increase consumer spending and compliance.

* **Increased new customer base by 40%.** Center not meeting weight loss goals for new customers. As a Sr. Nutrition Counselor. I trained staff to a higher level of understanding of nutrition in weight loss. Educated staff and customers to appreciate the unique nutritional value of center’s products and strategy for weight loss. Held staff accountable for thorough nutrition education, customizing plans, and behavioral concerns with customers. Held customers accountable for accurate record keeping and following their customized plan. Customers achieved better results with the program. Grew center from 20 to 85 weekly customers.
* **Increased center’s average sales by average of 10% per customer.** Center was producing low average sales per customer- $68-$72 per week- goal was $81.50 per week in product sales. Educated staff and customers as to nutritional value of products and programs to quickly increase weight loss. Created tools to demonstrate cost of products was much less per meal than eating out. Increased customer spending to $80-$85 per week for greater compliance, successful weight loss, and goal achievement.

**Corporate Relations Consultant**

United Way of Lower Bucks County

12/2011 – 12/2012

Part-time position. Worked on donor engagement corporate campaigns, copywriting, and coordination of engaging presentations to stakeholders.

* Responsible for Non-profit donor engagement corporate campaigns, copywriting, coordination of engaging presentations to stakeholders. Updating Raiser’s Edge (CRM) databases, advocate with support of United Way Organization, and project/grants management/impact. Coordination with event management, collaboration, relationship building with staff, volunteers, corporations, and community leaders.

**Director, Business Development**

Private Clinical Nutrition Practice

09/2004 – 08/2008

Strategic direction, analysis, while designing fact sheets and community programs through content development and creative solutions. Created and designed marketing and publications for diverse individuals, media, groups, and families- relationship building. Subcontracted with hospitals and wellness organizations to update department policies, procedures., and staff well-being. Volunteered grant writing for several non-profit organizations and school projects.

**Technical Proficiencies**

Blackbaud Raiser’s Edge, Excel, Blackbaud CRM, Constant Contact, CSI, Dayforce, Dropbox, Facebook, Google Apps & Suite, Google Docs, ICIMS, Instagram, LinkedIn, Microsoft Office Suite & Outlook, PeopleSoft, Twitter, WordPress, and Workday

**Volunteer Highlights**

* ART RX Mural proposal for “CARES” pediatric unit.
* Big Brothers Big Sisters of Mercer County- Mentored 3 high school students
* Bucks County “Power of The Purse”- Co-Chair Gala & Silent Auction
* C2 Harry Potter Fundraiser
* C2 Junior Engineers Club- STEM education & student to student mentoring
* Communications Committee of Newtown Township Board of Supervisors
* Concerned Community of Council Rock to address Equity and inclusivity
* Council Rock Coalition for Healthy Youth- Treasurer & $2.5M SAMSHA Federal Grant Award
* Finance Committee of the Board of Newtown Township
* Go Dana! Family Fun Night- Created 1,000 attendee fundraiser in 6 months
* GoNoodle & Novartis matching grant proposal, monitoring, and reporting
* Goodnoe Elementary Technology Committee- $30,000 grant awards for tech. equipment
* Interfaith Caregivers of Greater Mercer County- Wrote 6 grant proposals
* Lauren’s Angels Golf Outing- Chair of silent auction
* Medical Language Translation Services $25,000 proposal awarded.
* Medifast Radio Commercials
* Network of Victim Assistance (NOVA) PR TV Interview & Silent Auction Committee
* Pennsylvania Youth Chorale- Multiyear Tour Chaperone, Tour Manager
* Penn Ryn Annual Field Day- Co-Chair Annual Field Day- 1,000 attendees
* Pitch-Africa- Grant writing support $4M Annenberg Grant
* Princeton Community Works Planning Committee & Volunteer Coordinator
* Princeton Girlchoir- Co-chair Gala & Silent Auction, grants, & fundraising
* Seeing Eye Institute- Puppy Raiser training 3 Seeing Eye dogs
* St. Andrews Religious Education- Taught all grades over 12-year period
* Susan G. Komen Race for the Cure
* United Way “Success by Six”