

Jennifer Clark  
920 Main St.  
Grand Junction, CO 81501

Vicki Felmee, President  
Old Spanish Trail Association  
Grand Junction, CO 81501

July 4, 2018

**RE: Manager Position**

Dear Ms. Felmee,

Attached is my résumé for review and consideration as you search for a Manager. After reviewing the job description, I am confident I have the skills required and experience necessary to carry out the primary responsibilities identified.

I am an accomplished nonprofit professional with over twenty years of experience working in the sector. For the last decade I have been specializing in the areas of fund and organizational development. As reflected in my résumé, I have served as both an executive and development director in my past, and have also provided independent contractual and consulting support to nonprofits of all sizes.

Throughout my career I have secured over \$2.7 million in funding for nonprofit organizations with missions supporting the arts, workforce development, human and youth services, and mental health initiatives. My past performance includes an 87 percent ask-to-award rate and a demonstrated track record of securing funds in highly-competitive grant funding opportunities. Over my career I have had extensive experience developing formal multi-channel fundraising plans, membership and individual giving strategies.

The available position posted appeals to me on many levels. Roughly two years ago I moved to the Grand Valley to be closer to my family after spending most of my life on the east coast. With this move comes my desire to support a nonprofit with a mission centered on advancing conservation, recreation and/or environmental causes. My academic background is in cultural anthropology where I developed a deep appreciation for Native American cultures and history. It would be a 'dream come true' to put my energies into supporting and advancing your mission and organization.

While the attached résumé outlines my previous work history, responsibilities and performance, it doesn't convey my understanding of what I believe it takes to lead and *advance* an organization. My professional experience over the last twenty years has provided me with the level of knowledge required to meet annual goals and a solid understanding of how to increase long-term sustainability. Because of this, it is my hope to have the opportunity to speak with you about the position to determine if I am the candidate that can best meet the organization's future goals and needs.

Thank you for your thoughtful consideration. I can be reached at **(302) 650-7975**; or by email at **goodcauseconsulting@gmail.com**. I hope to hear from you.

Respectfully submitted,



Jennifer Clark

## JENNIFER CLARK

(302) 650-7975 | goodcauseconsulting@gmail.com

### RELATED SKILLS

Organizational development  
& nonprofit management

Performance management,  
evaluation & ROI analysis

High-performance team-  
Building/staff development

Program development  
& management

Budget development  
& financial management

Microsoft Office, Salesforce  
& grants.gov

### ADDITIONAL SKILLS

Technical and persuasive  
writing and messaging; written  
and oral communication

Research & data-analysis

Fund development  
& grantsmanship

Donor engagement,  
cultivation & solicitation

Federal, state/local  
government & foundation  
contract compliance

Community, corporate,  
business & foundation relations

Group presentation  
& facilitation

### COMMUNITY ENGAGEMENT

KAFM Radio/Grand Junction,  
Board Member (October 2016-  
present); **Colorado Nonprofit  
Association**, member (Sept 2015-  
present); **Association of Fund  
Raising Professionals** (AFP),  
member (2006-present)

### PROFESSIONAL EXPERIENCE

#### GOOD CAUSE CONSULTING

##### *Principal Consultant*

2013-present

Provide contractual support in the areas of grant development and multi-channel fundraising plans; performance management and organizational development; strategic and business plan development; and corporate, foundation and business relations to *NAMI Delaware*, the *Delaware Art Museum*, and the *IN Wilmington Marketing Group*.

#### NATIONAL ALLIANCE ON MENTAL ILLNESS – DELAWARE

##### *Director of Advancement & Independent Contractor*

2013-2015

Responsible for all functions related to fund development including grant writing, major gifts, donor relations, membership program, special events, and fundraising appeals; Performance management and analysis, and donor database oversight. [Total raised: \$700K+]

#### GOODWILL OF DELAWARE & DELAWARE COUNTY, INC.

##### *Director of Development*

2011-2013

Developed and implemented integrated multi-channel fund development plan that incorporated social media, direct solicitation, and cultivation/friend-raising events; Designed major gift, legacy and planned giving programs; Researched, vetted, produced and submitted all grant/funding requests. [Total raised: \$1.1M+]

##### *Director of Family Strengthening*

2008-2010

Provided direction and oversight of all Family Strengthening programs and services (scholarship program, youth mentoring program, case management, emergency food closet). Developed partnerships with state agencies and community organizations. Secured department program funds via grant requests. [Total raised: \$450K]

#### WOMEN'S OPPORTUNITY LINK

##### *Founder/Executive Director*

2004-2008

Designed and implemented a poverty-reduction model targeting low-income working women; Created and launched the small nonprofit organization dedicated to moving working poor women into living wage jobs; Developed and secured business and community partnerships with local, state and federal agencies; Secured funding support from the *Delaware Department of Labor*, the *Delaware Workforce Investment Board*, and the *U.S. Department of Labor's Center for Faith-Based & Community Initiatives*. [Total raised: \$300K+/start-up]

### EDUCATION

2006 University of Delaware/Urban Affairs & Public Policy - Graduate Level Study  
2004 University of Delaware - Nonprofit Management Program Graduate  
2001 Delaware Alliance for Nonprofit Advancement (DANA) - Leadership Delaware Program  
1991 James Madison University – B.S., Social Sciences/Cultural Anthropology

# JENNIFER CLARK

## List of References

### PROFESSIONAL REFERENCES

**Pamela Leland, PhD.**

*Executive Director*

The Hickman

(484) 760-6416

pleland@thehickman.org

Relationship: professional/mentor

Years Known: 16

**Joshua Thomas, PhD.**

*Executive Director*

National Alliance on Mental Illness - Delaware

(302) 427-0787 ext. 115

jthomas@namide.org

Relationship: professional/supervisor

Years Known: 4

### LOCAL REFERENCES

The individuals identified below are new contacts made since moving to Grand Junction in August through direct involvement with KAFM leadership/board membership.

**Marsha Kosteva**

Community Food Bank, *Executive Director*

KAFM Board Member

(970) 270-1896

Marsha.kosteva@foodbankgj.org

Years known: 2

**Ginger Mitchell**

KAFM, *Vice President*/Ginger Mitchell Consulting, *Principal*

(949) 466-1114

ginger.mitchell@bresnan.net

Years known: 2

**Jeff Shuldener**

KAFM, *Program Manager*

(970) 256-1179

jeff@kafmradio.org

Years known: 2