

# Jonathan Doe

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JonathanDoe@cox.net    5000 Shepherdly Drive, Apt. 302, City, State 55555    222.867.5309(C)

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## EXECUTIVE DIRECTOR

Seasoned executive director with over twenty-five years of rich strategic and operations management experience within and across dynamic political and advocacy environments. Creative, forward-thinking, analytical leader with demonstrated pattern of challenging existing boundaries and constraints to incite organizational performance, generate growth, and deliver results. Proven ability to build coalitions, improve performance, take entrepreneurial action to achieve large-scale long-term gains, develop human capital and empower workforce, and align strategies to effectively position organizations to respond to external stimuli. Proficiency in building rapport and communicating strategies and results with key stakeholders and many levels of organizational leadership. Hands-on manager with ability to mold office culture to fit board-desired approach.

### Core competencies include

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Strategic Planning	Strategic Alliance Building	Contracts Negotiation
Financial Planning and Management	Human Capital Management	Project Management
Budget Development & Management	Workforce Empowerment	Performance Management
Public Policy Acumen	Rapport Building	Communication

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## Professional Experience

Job Title 1  
1993 – 2011

Organization 1, Inc.  
City, State

Served as chief executive of the national association of discipline 1, a 501 (c)(3) firm, charged with maintaining and advancing the discipline through management of standards; oversight of curriculum, education, and certification programs; and requirements, and management/maintenance of testing systems and methods. Total control of budget process, funding programs, and expense control, resulting in an approximate 1,000% increase in operating income and significant operating surpluses. Specific management involvements and accomplishments include:

- **Organizational Leadership, Entrepreneurship, Stewarding Growth**
  - Led multi-year membership campaigns, public affairs efforts, and multiple programs that facilitated a 10% compound annual growth rate in association membership over an 18 year period.
  - Provided strategic planning guidance to board of directors and managers. Developed, introduced, and implemented robust policies and procedures guiding all association activities.
  - Established exclusive (redacted) component to ethical practices system.
  - Collaborated with very active and involved board of directors and extensive practitioner volunteers.
- **Fundraising, Financial Management, and Coalition Building**
  - Directed fundraising strategy and efforts; realizing more than a ten-fold top-line revenue increase during tenure.
  - Brokered key relationships with sponsors and increased collaborative relations with stakeholders, facilitating an approximate 2,000% increase in sponsorship revenues.
  - Developed, introduced, and led new certifications and credentialing programs, resulting in an approximate 500 % increase in testing revenue.
  - Led efforts to acquire association facility and other capital assets; equity appreciation alone has provided highest level of net assets in association history.
  - Established capital reserve accounts and managed investment strategies for association.
- **Communications, Publications, and External Coordination**
  - Published more than 40 educational textbooks for interpreter training programs for the field, which increased publications revenue by more than 1,000 percent.
  - Editor or publisher of all (redacted) publications.
  - Increased (redacted) attendance from 475 to more than 2,500 through discipline advancement efforts and outreach programs; Conference planner from 1996-2008.

- Program Management and Human Capital management
  - Increased staff from 4 to 23 authorized positions to accommodate sustained growth and manage newly implemented programs,
  - Established and implemented new association programs to include research and mentoring grants programs, required continuing education program for certificants, Government Affairs program, etc.
  - Led staffing efforts, increased diversity in staffing, determined optimum staffing structure to support organizational requirements, planned and negotiated benefits packages, determined compensation structures, etc.
  - Facilitated a team-oriented environment, identified future leaders, assessed and addressed individual development needs, delegated responsibility as appropriate, developed staff to build the organization's long-term capability.

## Job Title 2

1990 – 1993

Organization 2

City, State

- Top level financial management, including total budget process management, tracking and analysis of expenditures, program implementation, advising and reporting to senior (redacted) officials and presidential appointees.
- Daily interaction with (redacted) officials to facilitate the organization's effective daily operations; well versed in interactions with (redacted) & (redacted).

## Job Title 3

1989 – 1990

Organization 3

City, State

- Financial management, including budget formulation, planning, forecasting, implementation, tracking and reporting to (redacted) & (redacted). Responded to (redacted) issues, and managed general administration tasks.
- Established compendium of (redacted) in (redacted) and tracked legislative (redacted).

## Job Title 4

1985 – 1989

Organization 4

City, State

- Planned and implemented all aspects of one and two week seminars on the (redacted) for foreign national legislators (included meetings with various members of the executive, legislative and judicial branches of the government and media).
- Assisted various (redacted) offices with budgeting and financial management.

## Job Title 5

1983 – 1985

Organization 5

City, State

- Assisted (redacted) with positions in areas of (redacted) and (redacted); participated in hearings and committee activities.
- Financial management, including budget formulation, planning, forecasting, implementation, tracking and reporting to chief of staff and (redacted).

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 Education

Master of Science  
 Master of Arts  
 Bachelor of Arts

Management  
 Political Science  
 Sociology

Georgetown University, Washington, D.C.  
 George Washington University, Washington, D.C.  
 George Washington University, Washington, D.C.

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