

NON-PROFIT PROFESSIONAL & CONSULTANT

My extensive experience is grounded in working with various non-profit organizations, either as staff or as a consultant, and includes:

- Establishing coalitions with constituent groups including members, committees, volunteers, and external audiences;
- Leading teams for organizations from formation to periods of substantial growth and transition;
- Developing and implementing mission-driven programs and services;

EXPERIENCE

IN: San Francisco

2018-present

Management Consultant & Support Professional

- Shepherding staff through the process of creating a parallel non-profit entity;
- Providing instruction and guidance in Integrated Community Service for clients.

City & County of San Francisco, Dept. of Elections Election Clerk

2022

- Worked on Special 2022 Elections;

Left Coast Theatre Co.

2016-present

Operations Manager & Webmaster

- As a volunteer, creating new marketing, and online systems.
- Developed in-house ticketing and sales process for website.

Civic Center Community Benefit District

2011 - 2017

Executive Director

- Leveraged grant from Twitter to expand social media reach and build followers;
- Directed programs such as the safety and cleaning programs, graffiti removal and beautification project;
- Served on the citizens advisory committee for comprehensive street-infrastructure projects for Van Ness Avenue;
- Prepared district reports and presented to the board of directors and the City and County of San Francisco;
- Secured a grant of \$200,000 to make improvements to Ivy Street, and funding from Grants for the Arts to establish the Civic Center Commons Initiative;

SKILLS

- Strategic Planning
- Community Outreach
- Program Development
- Grant Writing & Stewardship
- Marketing Communication
- Public Speaking
- Fundraising
- Budget Implementation
- Notary Public
- Special Event Production
- Website Design
- Social Media    

TECHNICAL KNOWLEDGE

- Microsoft Office
- Adobe Creative Suite
- Database Systems
- Email Marketing

EDUCATION

Penn State University

- Bachelor of Arts, Communication

CERTIFICATIONS

Non-Profit Management

- Institute for Organization Management, US Chamber of Commerce

LEADERSHIP EDUCATION

Leadership San Francisco

- Leadership San Francisco is a community service program sponsored by the San Francisco Chamber of Commerce.

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EXPERIENCE (CONTINUED)

AIGA San Francisco

2006 - 2011

Executive Director

The San Francisco chapter of AIGA, the professional association for design, represents over 1,600 designers in graphics, interaction, experience, and affiliated fields in the Greater Bay Area.

- Led initial ad-hoc committee that developed San Francisco Design Week;
- Increased financial sponsorship income by 97% for AIGA SF's events, programs, and initiatives;
- Increased tickets sales by 43% by implementing innovative programming to diverse constituencies;
- Developed successful marketing campaigns using online advertising, website analytics and social media;

San Francisco Gay Men's Chorus

2004-2005

Executive Director

- Served as chief executive and development officer for performing arts organization;
- Produced concerts for subscription series and other community outreach efforts;
- Stewarded personal donations and corporate sponsorship revenue;
- Created centralized database for subscribers, donors and volunteer membership;
- Administered arts and performance grants from local agencies;

The Associates of Boston Public Library

2000-2003

Executive Director

- Served as chief development officer for cultural organization;
- Raised major gifts and annual fund gifts for the Library's special collections and rare items;
- Established "David McCullough Conservation Fund;"

West Hollywood Chamber of Commerce

1996-2000

Executive Director

- Formed two business improvement districts (BIDs), one for the arts & design community, the other for the Sunset Strip;
- Administered economic development & transportation grants from local and state agencies;
- Member of Citizens Advisory Committee for award-winning "Santa Monica Boulevard Master Plan;"

VOLUNTEER EXPERIENCE

- Former Board Member, Center for Architecture + Design

2008-2011

- Former Treasurer, Golden Gate Business Association

2006-2007

- Former Board Member, Greater Boston Business Council

2002-2003

- Former Board Member, Foundation for Educational Research, a nonprofit organization that provides grants to AIDS-related educational organizations

1998-1999

- Former Board Member, West Hollywood Convention and Visitors Bureau

1996-1999

- Past President, Westside Council of Chambers of Commerce, a consortium of 15 chambers on the Westside of Los Angeles County representing over 7,000 businesses

1996-1998

- Past Vice President, Penn State Alumni Association, Los Angeles Chapter

1994-1995

ONLINE PORTFOLIO

DONALDSAVOIE.COM

- Photos & Videos of Programs
- Examples of Design Work
- Articles and Posts