

# Elisabeth Quillin

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## Summary of Qualifications

Nonprofit management professional who leverages relationships to support organizational programming. Enables community-based organizations (CBOs) to identify goals that resonate with client needs and the agency's mission. Through a carefully-crafted strategic planning process, facilitates the discovery of strengths that will take nonprofits where they want to go and weaknesses that will hold them back. Generates and maintains community and corporate excitement for organizational fundraisers and volunteer programs.

## Professional Experience

### **Consulting**

- ❖ Fostered three new programs through the support of collaborative relationships between CBOs and technical colleges.
- ❖ Co-authored toolkit on best practices for organizational management. Sections written/co-written include: organizing special events, marketing and public relations, writing appeal letters, cultivating donors, obtaining matching gifts, managing volunteers, and risk management.
- ❖ Facilitated the development of annual plans for seven nonprofits, resulting in an average 63% funding increase after execution of the plans.

### **Communication and Marketing**

- ❖ Developed branding and marketing plan for annual tutor recruitment campaign, recruiting and training 90 tutors in 90 days.
- ❖ Grew number of volunteers from 150 to more than 300.
- ❖ Increased hits on website by 300%.

### **Special Event Planning**

- ❖ Developed relationships with vendors to secure merchandise and service discounts of up to 50%.
- ❖ Cultivated an average of \$15,000 per year in sponsorships and merchandise donations for major fundraising events.

### **Supervising**

- ❖ Interviewed, trained, and advised more than 300 office and program volunteers.
- ❖ Developed relationship with volunteer tutor that resulted in a \$25,000 bequest.

## Employment History

<b>Wisconsin Literacy, Madison, WI</b> Regional Consultant	2007 – 2010
<b>Omega School, Madison, WI</b> Volunteer and Special Events Manager	2002 – 2007
<b>American Cancer Society, Onalaska, WI</b> Office Manager	1995 – 2002

### Community Leadership

**Volunteer Consultant, Downtown Main Street (Columbus, WI)** 2010

**Volunteer, Alzheimer's Association of South Central Wisconsin** 2004 - 2008  
Memory Walk, Columbia County

**Member, Dane County Administrators of Volunteer Services** 2002 – 2005

Member of Program Committee: 2002 – 2005

Program Committee Chairperson: 2003 – 2004

- ❖ Guided committees in programming of bimonthly luncheons and half-day conference.
- ❖ Increased luncheon attendance by 50%.

**Member, Onalaska Jaycees (Onalaska, WI)** 1997 - 2002

Newsletter/Communications Director: 1999 -2001

### Other Honors and Activities

"ePhilanthropy for Beginners," presented October 2008

GED/HSED and Adult Literacy Conference  
Appleton, WI

Graduate Student Achievement Award 2003  
University of Wisconsin – La Crosse

### Education

Master of Business Administration  
University of Wisconsin – La Crosse  
La Crosse, Wisconsin

Bachelor of Science  
University of Wisconsin - La Crosse  
La Crosse, Wisconsin  
Major: Elementary Education  
Minor: Spanish