JAMIE HERLICH

Summary of Qualifications:

- Skilled manager with proven success in staff supervision and project management
- Strong financial acumen, including budgeting, analysis, and reporting
- Proven success in fundraising, particularly at a low cost with limited staffing support
- Creative problem solver, who works well under pressure with poise, grace, and diplomacy
- Stellar written and oral communication skills
- Diverse arts experience, including administration at both producing and presenting organizations, front-of-house, board membership, and stage performance
- Proficiency with Outlook, Word, Excel, and PowerPoint; experience with eTapestry, Vendini and Tessitura

Professional Experience:

Edmonds Center for the Arts, Edmonds, WA
Director of Advancement (02/2013 – present), *Development Director (*04/2010 – 01/2013)

- Oversees Development, Marketing/Communications, and Education/Outreach departments
- Creates and implements comprehensive annual fundraising plan and marketing/communication plan
- Motivates and engages Board Members; lead Development and Marketing/Communication Committees
- Responsible for 172% increase in annual fund contributed revenue, 100% increase in the number of annual fund donors,
- Establishes and cultivates relationships with current and prospective donors/patrons, and corporate, foundation, and government representatives, as well as media partners
- Prepares applications and requisite reports for corporate, foundation, and government grants; researches and assesses new grant opportunities
- Oversees special events, including annual dinner auction, sponsorship and season announcement event, and donor receptions throughout the season
- Analyze donor and patron behavior and advertising initiatives to continue to increase outcomes and impact

New Century Theatre Company, Seattle, WA
Managing Director (10/11 – 05/2013), *Co-Founding Company Member* (09/2008 – present)

- Responsible for creation of long-range plan, to be completed by 2014, to support increased infrastructure and programming
- Worked in tandem with Artistic Director/s to manage day-to-day operations and lead long-term visioning
- Created and oversaw annual budget (increasing from $39K in 2011 to $150K in 2013)
- Managed all production contracts, including those with AEA
- Created and implemented (or supervised the implementation of) marketing and fundraising strategies

WACAP (World Association for Children and Parents), Renton, WA
Eastern Europe Regional Manager (03/2008 – 03/2010), *Russia/Kazakhstan Program Team Lead* (07/2005 – 03/2008), *Russia Program Coordinator* (05/2004 – 07/2005)

- Created, implemented, and managed Russian and Kazakhstan adoption programs (budget ~$1M annually)
- Supervised 12–15 employees worldwide, 4–5 direct reports
- Forged and maintained relationships, in person and in writing
- Represented WACAP in the local community, as well as overseas with foreign government officials
- Was responsible for full compliance to all legal requirements, relevant laws, regulations, and protocols

Seattle Opera Association, Seattle, WA
Front of House Manager (07/2004 – 03/2010), *Lead Ticket Services Agent* (07/2000 – 05/2004)

- Acted as liaison between patrons, backstage opera staff, front-of-house staff and Seattle Center personnel
- Averted and managed crises in time-sensitive and emotionally-driven patron and staff situations
- Prepared written performance reports and provided input regarding ongoing policy/procedure revisions
- Responded to phone and in-person ticket purchase requests, always employing the highest level of customer service

Other Experience:

- Actors Equity Association — Member (since 2003), Freelance singer/actor — Seattle (1999 – 2005)
- Board Membership: New Century Theatre Company (since 2012), Edmonds Chamber of Commerce (since 2011) and Washington State Thespians (2007-2012)

Education:

- Master of Fine Arts in Arts Leadership, August 2010 — Seattle University, Seattle, WA
- Bachelor of Music in Vocal Performance, Minor in Theatre Arts, 1999 — Western Washington University, Bellingham, WA