

Paul Bradley Wolfe

3208 Hazelwood Dr.
Gorham, ON P7G 0H6
(519) 589-9084
paulbwolfe@gmail.com

April 5, 2025

Example Membership Organization (EMO)

% Person in Charge, President
info@emowebiste.ca

Dear Members of the Hiring Committee,

I am writing to express my interest in the part-time Operations Manager role at the Example Membership Organization (EMO). I've led two organizations through similar growth stages and recently completed a five-year term managing knowledge processes for a 3,000-member association. I bring a strategic mindset and a strong record of improving systems, supporting teams, and strengthening sustainability.

At the Canadian Centre for Christian Charities, I led a digital transformation by introducing structured content practices that increased publishing productivity by 300%. I worked with executive leadership and subject matter experts across 50+ regulated topics and helped transition the team to automated workflows—experience I'm eager to apply at EMO.

Earlier in my career, I joined the Thunder Bay Community Foundation as a part-time employee and grew the role into a full-time executive position. Over six years, with only one staff member, we doubled endowments to \$8 million while introducing systems and practices that professionalized operations. My résumé includes further details on grant administration, stakeholder engagement, and board development. Today, I continue to serve my hometown as Secretary of the Lakehead Social Planning Council.

EMO's mission and member-led structure resonate with my experience. I've supported grassroots and professional organizations across Canada—many driven by volunteers—and understand the value of clear systems, thoughtful communication, and reliable operations. I've written policies, designed onboarding tools, and led grant applications, including feasibility studies and government proposals.

I've also managed communications, supported national conferences, and collaborated with legal, academic, and community partners. My hands-on experience with budgeting, website maintenance, and CRA compliance will help me be a proactive and dependable partner to your Executive Committee.

I share EMO's commitment to justice and would welcome the opportunity to help build the systems that support your mission. Thank you for considering my application.

Warm regards,



Paul B. Wolfe
Gorham, ON