



## Resume & Skills

### Head of Knowledge and Publications

*Canadian Centre for Christian Charities*

*Nov 2019 – Feb 2025*

- Developed a national knowledge base, managed helpdesk and training resources, and led digital transformation by archiving 25 years of content into seven areas. Implemented Kaizen improvements and optimized workflows during pandemic.

### Manager, Social Enterprise Business Development

*Mennonite Central Committee Ontario*

*May 2017 – Jan 2019*

- Led planning and project management for the MCC Re-Purpose Centre, a 30,000 sq. ft. hub completed in five months on an \$800,000 budget. Designed thrift shop system and developed enterprise plans.

### Manager, Government Incentives & Tax Credits

*BDO Canada LLP*

*Feb 2013 – Nov 2014*

- Supported manufacturing and technology firms in accessing government incentives. Collaborated effectively with SR&ED consultants, managed business development, prospect pipelines, and bid processes. Ensured compliant tax filings by applying best practices in technical writing.

### Executive Director

*Thunder Bay Community Foundation*

*Aug 2005 – Dec 2011*

- Re-launched and professionalized the organization by implementing electronic accounting, updated by-laws, HR policies, and committee structures. Oversaw grant and scholarship administration, processing 200+ applications annually, guided strategic planning, engaged partners, and grew assets by \$3.5 million.

### Marketing Director & Technology Trainer

*BDO Canada LLP*

*Jun 2000 – Jul 2005*

- Led regional communications via website updates, social media, PR, print media, and press releases. Managed prospect pipelines and bid processes while producing 60+ proposals annually. Delivered training and guidance for entrepreneurs and First Nations.

### Clergyperson

*The Christian and Missionary Alliance Church*

*Apr 1995 – Mar 2000*

- Served as a church planter establishing a community-focused church in Northwestern Ontario. Developed leadership, administration, volunteer coordination, and governance skills through managing finances, programs, and meetings while honing public speaking, writing, and relationship building.

*For more detail about gaps and contract engagements please visit:*

*[www.linkedin.com/in/paulbwolfe/details/experience/](http://www.linkedin.com/in/paulbwolfe/details/experience/)*

### Business & Strategy

Business Development  
Relationship Management  
Marketing Communications  
Social Enterprise  
Financial Analysis  
Total Quality Management

### Training & Facilitation

Computer Software Training  
Instructional Design  
Large Group Facilitation  
Public Speaking  
Microsoft Office  
Public Relations

### Content & Knowledge Management

Technical Writing  
Graphic and Web Design  
Video Editing  
Document Management  
Proposal Writing  
HTML, CSS, XML

### Nonprofit & Leadership

Community Engagement  
Volunteer Management  
Event Planning  
Charity Governance  
Executive Leadership  
Organizational Development  
Donor-Advised Funds  
Strategic Planning

### Technology & Automation

Workflow Automation  
UX Design & Research  
Information Architecture  
Workflow Development  
Remote Team Workflows

### CliftonStrengths

Achiever, Arranger,  
Positivity, Analytical,  
Learner, Strategic,  
Communication.

3208 Hazelwood Dr., Gorham, ON P7G 0H6

**Ph:** 519-589-9084 **Em:** paulbwolfe@gmail.com **Web:** paulwolfe.ca