

Paul Bradley Wolfe

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Professional Summary

I am an adaptable nonprofit leader with expertise in organizational development, strategic planning, and administrative operations. I excel in early-stage and relaunch environments, where I can build systems, streamline workflows, and strengthen long-term sustainability. I've supported member-driven and volunteer-led organizations across Canada, leading digital transformations, developing policy frameworks, and securing funding through grants and endowments. My experience spans national knowledge platforms, community foundations, and social enterprise. I bring a collaborative spirit, a commitment to peace, and the operational skills needed to help mission-driven teams thrive.

Professional Experience

Head of Knowledge and Publications

Canadian Centre for Christian Charities (Nov 2019 – Jan 2025)

- Developed and maintained a national knowledge base, streamlining support and knowledge-sharing.
- Managed digital transformation, implementing sustainable information management systems.
- Introduced policy-driven workflows enhancing content accessibility and administrative efficiency.
- Successfully secured increased productivity through strategic planning and workflow optimization.
- Coordinated remote collaboration with diverse stakeholders across Canada, the USA, and Europe.
- Ensured compliance with regulatory filings and grant accountability requirements.

Manager of Social Enterprise Business Development

Mennonite Central Committee (May 2017 – Jan 2019)

- Managed budgeting and financial planning, overseeing an \$800,000 budget effectively.
- Implemented robust administrative systems to streamline operations and enhance communications.
- Developed preliminary business plans and grant proposals for various projects.

Manager, Government Incentives & Tax Credits

BDO Canada (Feb 2013 – Nov 2014)

- Led proposal writing and managed government funding applications.

- Ensured regulatory compliance and strong administrative oversight of documentation and processes.
- Developed and managed relationships with stakeholders and government representatives.

Executive Director

Thunder Bay Community Foundation (Aug 2005 – Dec 2011)

- Began as a part-time employee and grew the role into a full-time executive position.
- Doubled the Foundation's endowments from \$4 million to \$8 million over six years.
- Managed all aspects of operations, including strategic planning, budgeting, compliance, and CRA filings.
- Facilitated board and stakeholder meetings, implementing policies to improve governance and efficiency.
- Led fundraising and grantmaking initiatives, securing multiple endowments and overseeing application cycles.
- Introduced professional systems for accounting, public accountability, and HR management.
- Acted as liaison to municipalities, First Nations, school boards, and nonprofit partners to strengthen community engagement.

Education

- Master of Arts, Technical Communication, Minnesota State University Mankato
- Postgraduate Certificate in Business Administration, Heriot-Watt University
- Diploma in Entrepreneurial Business Applications, Academy of Learning
- Bachelor of Religious Education, Ambrose University

Skills

- Organizational Management
- Policy Development
- Strategic Planning
- Web Development
- Grant Writing and Fundraising
- Regulatory Compliance (CRA)
- Information Management Systems
- Remote Collaboration
- Financial Administration and Budgeting

Certifications & Technical Skills

- Monday.com Core Builder Certification
- MadCap Advanced Developer Certification
- Canva Graphic Design Certification
- Proficient in MS Office Suite, Adobe, Google Workspace, Zoom, MS Teams

Volunteer and Community Engagement

- Secretary of the Board, Lakehead Social Planning Council
- Trustee, Community Trust Fund, Canadian Centre for Christian Charities
- Various board and leadership roles supporting community and nonprofit initiatives