

EILEEN HEALY

St. Petersburg, FL
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Values-driven professional with a proven record of accomplishment in grant writing and development, program creation and implementation, data analysis, management, and event planning. Experienced nonprofit leader and board member. Exceptional organizational abilities and self-motivation, excellent communication and leadership skills, highly productive and collaborative relationships with donors, sponsors, constituents, volunteers, and team members. Devoted to learning and searching for new ways to achieve and surpass goals, using proven methods supported by metrics and data.

WORK EXPERIENCE

Chief Operations Officer

10/2019 to Present

St. Petersburg Opera Company
St. Petersburg, FL

Research, Proposal Writing and grants tracking--foundation, state and federal - \$1M 2019-2022.

Manage all aspects of Finance: Investments, Endowment, Nonprofit Accounting, Budgeting and tracking. Work with Treasurer and Finance Committee to prepare Board reports. Data analysis, interpretation and recommendations to management and board.

Represent organization at events and meetings; public speaking, networking, donor cultivation.

Contracting and logistics for off-site events: Opera Cowgirls, POPera, Tavern Songs.

Supervise administrative, box office, and marketing personnel. Work collaboratively and cross train to promote a culture of excellence, using emotionally intelligent leadership to model teamwork and transparency. Oversee internal controls.

Maintain updated and accurate policies and procedures for the company.

Write and sign checks for all company expenses, including payroll.

Deputy Director

05/2012 to 09/2019

Trails and Open Space Coalition
Colorado Springs, CO

Research and prepare annual fundraising plan for the organization, track performance and ROI.

Meet with team to design program goals and budgets; monitor program progress and expenses.

Research and write grants to national organizations, public and private foundations, local prospects, and corporations.

Cultivate and solicit major donors and business partners through personal face-to-face meetings. Identify, manage, and act on donor cultivation and solicitation.

Attend events as representative of the organization, tell the organizational story and solicit involvement.

Work with outside CPA firm to manage annual audit, supply required documentation, respond to queries.

Work with government representatives to influence parks and trails plans, recruit public involvement.

Event logistics: C.C. Bike Summit, Starlight Spectacular, Annual Members Meeting, Bike Week.

Hire, supervise and train office staff. Solicit and train volunteers, matching their desire and ability to available tasks, stewarding each individually to ensure their job performance and their satisfaction.

Chief Operating Officer

1997 to 2012

Matthews Appraisal Company
Colorado Springs, CO

Hired and supervised all staff, set priorities, and promoted team vision. Managed payroll, benefits, and compliance. Conducted reviews and developed work plans. Coordinated scheduling and teamwork production. Directed day-to-day fiscal operations, bookkeeping, corporate accounting, prepared all financial reports. Produced budget analyses, cash flow projections, supervised disbursements, and accounts receivable.

Licensed Realtor

2002 to 2011

Prudential Rocky Mountain Realtors
Colorado Springs, CO

Prospected, researched, and closed contracts with clients through face-to-face meetings, networking and speaking engagements. Consulted with clients, set goals, created marketing plans and materials. Researched neighborhoods all over the city and matched them to client preferences. Created contracts, managed process, and deadlines. Special training in negotiation to broker contract terms for clients, worked with lenders and title companies as a team to manage transactions and ensure successful transactions.

SKILLS

Grant Proposal Writing - 10 years

Development and Fundraising - 10+ years

Sales and Outreach - 10+ years

Public Speaking and Networking - 10+ years

Management - 10+ years

Contracting and Logistics - 9 years

Data Analysis - 10 years

Nonprofit Budgeting - 10 years

EDUCATION

Tulane University

Bachelor's Degree
International Relations
New Orleans, LA

Indiana University Fund Raising School

Certificate in Principles & Techniques of Fundraising

University of Colorado, Colorado Springs

Graduate Certificate in Nonprofit Management
Graduate Certificate-Nonprofit Financial Management
Colorado Springs, CO

BOARDS / VOLUNTEER EXPERIENCE (Partial list)

Board of Directors, Greenway Fund—Board Secretary, Governance Chair
Volunteer outdoor stewardship work with various local nonprofits.
Governance Committee, Colorado Springs Food Rescue
Finance Committee, All Breed Rescue and Training
National Charity League Past President, volunteer liaison SCAP
Chair, Red Ribbon Ball, 2 years
Volunteer Coordinator, AIDS Walk, 2 years
Local Food Colorado Springs—Working Group, Social Media Manager
Regional Council, Southern Colorado AIDS Project
Board of Directors, United Court of the Pikes Peak Empire, Recording Secretary