

# Revolutionizing Interim Leadership for small nonprofits



**Annette Miller, MBA**  
**Interim Executive Director**

- **Experienced small organization leader**
- **Strategic, discrete, collaborative**
- ***Advanced Birkman Certified Consultant***



**LifeSync Leadership, LLC**

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# Annette Miller, MBA

Interim Executive Director  
for small nonprofits

## About

Annette Miller, MBA, is a business leader with over three decades experience working with more than 50 organizations. Industries include nonprofit, education, healthcare, association, business and training/consulting.

Established in 2002 as LifeSync Coaching by Annette Miller, MBA, LifeSync Leadership, LLC offers boutique consulting services to both nonprofits and for-profits. Committed to excellence, professionalism, and innovative solutions, we elevate organizations to their fullest potential.

Annette Miller is an *Advanced Certified Birkman Consultant* and adapts well to various personality types and roles, from executives to front line staff. She is a strategic leader, innovative problem-solver, analytical and data-driven and has high emotional intelligence and builds trust.

*The Birkman Method remains a preferred instrument to better understand interpersonal dynamics and achieve higher performance through positive psychology. It is used widely in the fields of career coaching, leadership development, human resources management, and organizational design. (C) 2024 Birkman International, Inc.*





# Annette Miller, MBA

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## Outcomes

- Steps into Executive Director role during your hiring process for permanent Executive Director
- Maintains your organization's reputation among public and staff
- Ensures your operations continue smoothly while minimizing losses in operations, services, communications and staff
- Equips your board of directors with information and insight to improve leadership decision-making
- Supports your staff while securing loyalty and enhancing performance
- Updates your policy and procedure manual
- Identifies weak areas through analysis and shares information and perspective with your board and incoming executive director
- Profiles top executive candidates using advanced Birkman assessments for deeper insights into best-fit candidates
- Onboards your new executive director for smoother, more productive transition



# Advanced Skills & Competencies

## Strategic Leadership

- Monitor all activities and environment with an eye toward gaps and opportunities, create strategies for success
- Conduct strategic planning and implementation, build mission/vision statements
- Guide strategic decisions using strong business acumen
- Strengthen and build relationships internally and externally
- Ensure mission/strategic plan compliance in operations

## Board Relations

- Present thorough yet concise reports on programs, finance and governance
- Support needs of board of directors and executive committee
- Communicate with excellence, clarify needed action items, strengthen relationships
- Assess board performance

## Staff Management

- Manage team of employees, consultants and volunteers
- Build strong team via recruitment, hiring, onboarding and training
- Inspire excellent performance through coaching, assessing and correcting

## Operations Management

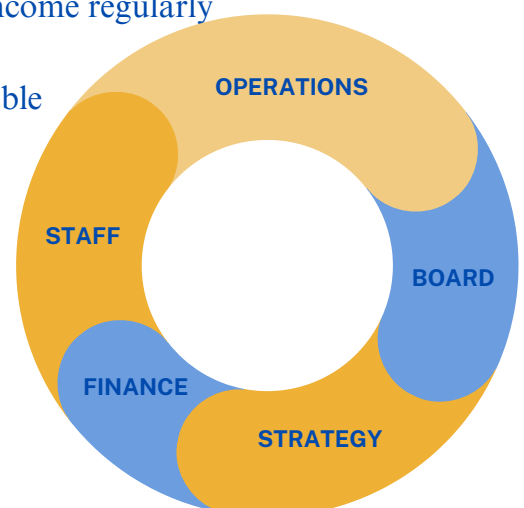
- Administrate programs, lead in program strategic planning
- Advise on business development and strategic marketing
- Administer IT system, implement password management software
- Ensure public content is effective and excellent (website, publications, communications)
- Maintain and update policy and procedure manual, job descriptions

## Financial Leadership

- Prepare annual budget, monitor expenditures and income regularly
- Guide efficient cost-management strategies
- Manage payroll, accounts receivable, accounts payable
- Achieve sales, earn repeat customers

## Character

- Strategic, innovative, organized
- Confidential, discreet, collaborative
- Efficient, high work capacity, analytical
- Driven by excellence, integrity and DEI values



## Client Endorsements - 1 of 2

*“Annette has demonstrated exceptional leadership and strategic planning skills, which have played a pivotal role in advancing the mission and goals [of our organization. ] Through her thoughtful and meticulous approach to organizational management, she has implemented strategic initiatives that have significantly improved the efficiency and effectiveness of our operations...Her dedication to fostering inclusivity and equity within our organization has been truly inspiring...I wholeheartedly endorse Annette and her exemplary leadership...her impact has been profound.”*

**New Executive Director, nonprofit**

*“Annette and I have strategized over operations and strategic direction regarding the organization...she has been a powerful voice with her strong critical thinking skills, understanding of the needed components for strategic success and how to implement strategic goals to reach them...Her contributions in leadership and operations has brought us forward light-years from where we were a year and a half ago.”*

**Leader, startup**

*“Annette’s organizational skills are truly outstanding...her work load capacity is exceptional and the level of professionalism and resourcefulness she exhibits has enabled this organization to establish credibility even beyond my expectations...I have observed over this time period that she can take any business need and design and manage processes and projects to achieve the necessary objectives with ease...I’ve observed her strong emotional intelligence...to work effectively with different types of people, from executives, assistants, customers and VIPs.”*

**President, training/consulting business**

*“Annette is not only a very strategic thinker but is an integral team member with foresight that brings out the talents and skills of others as a leader within the organization. All her interactions are done with professionalism and integrity. She is very collaborative with clients, board members, staff and networking for the organization.”*

**Staff Member, nonprofit**



## Client Endorsements - 2 of 2

*"I had no idea how order would come to the passwords, bank accounts, software licenses, policies and so much more...Among other things, Annette:*

- developed policies for organizational processes*
- spearheaded the formation of teams to accomplish organizational goals*
- worked with an accountant to get our finances in order*
- created a newsletter for our trainers*
- oversaw the development of high quality communications*
- documented and streamlined organizational processes"*

**Board President, nonprofit**

*"I am writing to wholeheartedly recommend Annette Miller...as someone who has had the pleasure of working closely with Annette, I can confidently attest to her exceptional abilities and unwavering dedication to make the world better for everyone. Annette possesses a special combination of strategic thinking, project management prowess, and leadership skills that make her an invaluable asset to any organization. Her strategic vision enables her to identify key opportunities and challenges...allowing her to develop innovative solutions and initiatives to address them...Moreover, Annette is a natural leader who inspires everyone around her to perform at their best."*

**Marketing Assistant, nonprofit**

*"Annette has very good organizational and communication skills. She is very good at working with people to achieve common goals...She is a person of integrity. She can be trusted to handle business affairs in a professional, uncompromising manner."*

**Board Vice President, nonprofit**

Recommendation letters  
are available upon request.



## Contact

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You may visit our website to view the resume of Annette Miller, MBA and explore our services.

For more details on The Birkman Method, visit [www.birkman.com](http://www.birkman.com).

