

Melissa W. Rosenberg

Nonprofit specialist with problem-solving skills, people-management ability, tested judgment and leadership combined with integrity and a passion for serving others. Direct experience with grant writing, fundraising, community outreach, program and nonprofit management.

SKILLS

- Solid organizational and leadership skills
- Excellent written and verbal communication
- Strong background in nonprofit management and fundraising
- Dedication to developing programs that are accessible to all
- Experience in cultivating and maintaining corporate, educational, community and government partnerships.

EDUCATION

Masters of Science-Nonprofit Management
University of Maryland University College

Bachelor of Science - Journalism
University of Maryland

PROFESSIONAL EXPERIENCE

Executive Director, Howard County Autism Society

January 2017 – Present (Columbia, MD) Responsible for providing innovative, entrepreneurial and visionary leadership in carrying out the work of the Howard County Autism Society (HCAS). Serve as the voice and face of the organization and guide the organizational systems and processes to ensure that HCAS remains a leader in promoting awareness of autism, advocating for improved services in the community and supporting individuals and families. Oversee all fundraising, grant writing, and community outreach, as well as program planning and evaluation, policy development and administration, personnel supervision and fiscal management of the organization. Work closely with the Board of Directors to lead and motivate both staff and volunteers to provide the highest quality of programs and services for HCAS members, partners, and the greater community.

Owner, The Resource Collective, LLC

May 2015 – 2017 (Silver Spring, MD) Owner of professional collective supporting nonprofits and small businesses with forward-thinking, affordable solutions that build capacity. Organizations contract with The Resource Collective on an occasional, short-term or long term basis to boost productivity, sales, profile, and fundraising capabilities; improve marketability; quantify impact; raise public profile; and revalue their image and appearance. Services are designed for organizations that have opportunity and potential but lack the staff and/or skill set to capitalize on that opportunity. They include the following: project management; grant writing; fundraising and special events; marketing and social media; press and public relations; organizational and programmatic planning; writing and editing; graphic design and website development; photography and videography; and administrative support.

Director of Development, Joe's Movement Emporium

October 2013 - 2015 (Mount Rainier, MD) Coordinate development efforts for this \$1 million+ performing arts center for the community that serves 70,000 individuals annually. Responsible for all grant research, writing and reports. Coordinate special events that include a silent auction and annual gala. Spearhead federal campaigns, annual appeal and individual giving. Provide leadership in written communications for the organization including promotional flyers, weekly eNews communications and press releases. Work with the Board of Directors, Executive Director and Development Committee in developing fundraising plans and strategy to secure \$500,000+ in yearly contributed income. Represent Joe's before funders, government agencies, community groups, organizations and the general public.

Executive Director, Columbia Center for Theatrical Arts

September 2008 to September 2013 (Columbia, MD) Responsible for the day-to-day operations of an organization that served over 30,000 children annually with quality arts programming and promotes broad participation in under-resourced communities. Provided leadership in developing programs, organizational and financial planning. Managed part-time/ seasonal staff of 70+. Worked in partnership with Artistic Director and Board of Directors to develop policies and procedures for the organization. Secures over \$100,000 annually in grants for the organization. Oversaw fundraising events such as the annual appeal, silent auction, celebrity fashion show and a spring gala that netted over \$100,000 in 2012. Established and maintained working relationships with community groups and organizations. Represented CCTA before businesses, agencies, funders and the general public.

Director of Development, Columbia Center for Theatrical Arts

January 2003 to August 2008 (Columbia, MD) Spearheaded efforts to expand CCTA's outreach efforts in the area, creating the *Ben Carson Project* and *After School Theatre Project* in Baltimore which has served over 22,000 students with free performances, after school classes and a performing arts camp from 2004-2013. Helped to more than double grant revenue Initiated the first large-scale fundraiser for CCTA which raised over \$60,000. Secured the organization's first federal grant and four successive grants. Initiated an outcome-based evaluation system in concert with a professional arts consultant and extended it to all programs.

Program Assistant, Montgomery County Coalition for the Homeless

October 2002 to January 2003 (Rockville, MD) Coordinated workgroups to focus on issues of homelessness in support of 10-year plan to end homelessness in Montgomery County, MD.

COMMUNITY ACTIVITIES

- Board Member, Columbia Center for Theatrical Arts, 2016-Present
- Volunteer Grant Reviewer Panelist, Fairfax County Arts Council, 2014, 2015
- Volunteer Grant Writer, Therapeutic and Recreational Riding Center, Glenwood MD
- Cluster Representative, Montgomery County (MD) PTSA, 2004-06
- President Francis Scott Key M.S. PTSA (2007-08); Cresthaven E.S. PTA (1999-2001)

PROFESSIONAL ORGANIZATIONS

- Leadership Howard County (MD) - Class of 2013; Co-Chair of Community Impact Project Committee and Member of LHC Steering Committee
- Maryland Association of Nonprofit Organizations