

NANCY L. SMITH
Watermark Place
10001 Windstream Dr. #203
Columbia, MD 21044

PROFESSIONAL EXPERIENCE

GLENELG COUNTRY SCHOOL

2002 - 2013

Director of Development

As a member of the Administrative Team I worked with other department chairs to assist the Head of School on the daily operations of the institution.

Managed and grew the Annual Giving and Planned Giving programs as well as other special endeavors in the fundraising efforts of the school.

Managed the staff in the Alumni Relations Department expanding their opportunities to re-connect with the school and encourage giving back to the school.

Expanded the parent participation in the Parents and Friends Association (P&FA) to raise donations for the school. Attended all the board meetings representing the Administrative Team.

Ex. Dir. of HCC Educational Foundation

1998-2002

Worked with the Board of Directors of the Educational Foundation to fundraise for the college and to establish new endeavors to add to the overall revenue needed to grow the school.

Strengthen the Alumni opportunities and establish the Distinguished Alumni designation to show the strength of the students that spent time at HCC.

Work with the Craft Family to establish the Silas Craft Collegians program providing scholarships for students encouraging them to continue their education.

The Grand Prix was the biggest overall fundraising effort that showcased the college and provided additional revenue for the school to continue to grow. Each year this became a bigger and bigger event that continues to put the school and the entire community in the spotlight today.

HOWARD COMMUNITY COLLEGE

1994 - 1998

Executive Director of Continuing Education

Managed this division producing \$3,500,000 in revenue and approximately in profit.

Reorganized the ConEd organization structure to better serve our efforts for growth.

Represented HCC on the State Deans and Directors of Continuing Education Board.

Managed day to day operation of all ConEd operations introducing new marketing initiatives resulting in increased enrollments and FTE.

Member of the RFP Team for the new computer system.

Member of the search committee for the President and VP of Academic Affairs.

KAUFMAN & BROAD HOME CORP.

1993-1994

Vice President of Investor Relations/Communications

Handled Wall Street communications with stock exchanges and analysts.

Produced the annual report and all quarterly and financial reports required by a publicly held company.

Assumed marketing/advertising responsibility that is not reflected in the title.

Handled all media relations.

THE RYLAND GROUP, INC.

1972-1993

Vice President of Investor Relations/Public Affairs

Managed the budgets and statements for this division of the company including audit preparation.

Handled Wall Street Communications with stock exchanges and analysts.

Produced the annual report and all quarterly and financial reports required by a publicly held company.

Handled all national publications for magazine layouts and stories.

Handled all forms of media relations.

Handled the preparation for and needs of the Board of Directors of the company.

Served on the Executive Committee of the corporation reviewing all operations of the company on a weekly basis.

W. R. GRACE & CO.

1965-1972

Administrative Assistant

PROFESSIONAL/COMMUNITY ACTIVITIES

Chairman of the Board - The Door Children's Center

Director - Christmas in April

Director - The Baltimore Goodwill Industries

Director - Howard Community College Educational Foundation

Director/Member - The Columbia Arts Festival

Trustee/Member - The Columbia Foundation

Voting Member - The Howard County Educational Foundation

Member - Columbia Rotary

Member - The Advisory Council for Edu. Partnerships/Howard County

Director/Treasurer - Howard County Chamber of Commerce

Director/Member - Columbia Forum

Director - Leadership Howard County