

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday.**

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: April 13, 2016

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. **Title:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

To approve the Mayoral appointments of Marv Allen, Tristan Gorman, Dana Juniell, JaxZion Deak, D. Lance King, Jason Marsden and Sable Schultz to the Denver GLBT Commission for terms effective immediately and expiring May 1, 2018 or until a successor is duly appointed.

3. **Requesting Agency:** Mayor's Office

4. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

5. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

[Insert general description here.]

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. **Contract Control Number:**
- b. **Duration:** Terms effective immediately and expiring May 1, 2018
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

7. **Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?)* **Please explain.**

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

MARVYN ALLEN

2718 Bruchez Parkway, #306 | Westminster, CO 80234 | (303) 727-0632 | Allen.Marv@gmail.com

Professional Experience

City and County of Denver, Denver, CO

Director of GIVE Denver

10/2014-Present

- Oversee the day-to-day operations of GIVE Denver and the GIVE Center
- Ensure program meets standards and regulations
- Plan events and fundraisers for GIVE Denver and Denver Human Services
- Facilitate and plan the GIVE Denver Community Network Meetings
- Organize, implement and evaluate donation drives
- Create operational standard work and utilize process improvement knowledge and skills
- Develop and present program reports
- Supervise, coach and council staff and volunteers

City and County of Denver, Denver, CO

Chafee Social Caseworker

08/2013-10/2014

- Actively engaged clients in developing case plans
- Developed trainings on best practices and working with LGBTQ young people
- Planned events and activities
- Built lasting relationships with community members and organizations
- Educated and assisted clients in navigating social services and community resources

City and County of Denver, Denver, CO

Human Service Advocate/Youth Worker

02/2011-08/2013

- Supervised AmeriCorps members working directly with youth residents
- Provided Independent Living coaching to youth in foster care
- Built skills as facilitator of curricula and trainings for youth and adults
- Trained agency staff on best practices working with LGBTQ youth in foster care
- Chaired committee designed to revise organizational policy for LGBTQ youth

The Gender Identity Center of Colorado, Denver, CO

Board member, Volunteer

2011-2014

- Served on Board of Directors for 1 year
- Facilitated support groups for 3+ years

MARVYN ALLEN

2718 Bruchez Parkway, #306 | Westminster, CO 80234 | (303) 727-0632 | Allen.Marv@gmail.com

NARAL Pro-Choice Colorado, Denver, CO

Membership Calling Supervisor

08/2010-10/2010

- Trained and supervised fundraising callers for seasonal fundraising campaign
- Successfully fundraised and increased organization's sustainable gifts

Rainbow Café LGBT Youth Center, Carbondale, IL

Manager

05/2007-07/2010

- Provided administrative support, guidance and expertise to Board of Directors
- Prepared quarterly and annual grant reports
- Created and implemented successful volunteer appreciation strategies
- Recruited, trained and managed volunteer staff of 20 volunteers
- Managed youth programming
- Acted as liaison to community and other organizations and collaborations
- Participated in organizational planning and fundraising
- Evaluated youth programming and training curriculum

Southern Illinois Regional Social Services, Carbondale, IL

Residential Advisor, Transitional Living Program

04/2007-07/2010

- Worked with youth 18-21 exiting foster care
- Served youth by assisting with their Independent Living needs along with their mental health and substance abuse needs
- Assisted youth in job searching, finding stable and affordable housing, and enrolling in post-secondary opportunities

Education

Master of Public Administration

Southern Illinois University, 2010

Graduate Certificate in Women's Studies

Southern Illinois University, 2010

Bachelor of Social Work (Minor in Sociology)

Southern Illinois University, 2005

Tristan Anne Gorman

3657 Lafayette Street, Denver, CO 80205

720-988-5922

tristan@gzdefense.com

PROFESSIONAL EXPERIENCE

Zuckerman Law, LLC

7/2015-Present

Of Counsel

- Continuing criminal defense trial practice work through the Office of Alternate Defense Counsel, as well as private practice in traffic, misdemeanor, and felony matters
- Conducted drug felony trial in Jefferson County, October 2015
- Member of LGBT Community Center's Direct Referral Network and Access to Justice Program

Geigle & Zuckerman, LLC

7/2014-7/2015

Of Counsel

- Appointed through the Office of Alternate Defense Counsel to represent client on death row in on-going post-conviction proceedings for first degree murder case
- Worked with partners to represent numerous ADC clients on felony cases
- Began private practice in traffic, misdemeanor, and felony matters

Office of the Colorado State Public Defender, Denver Trial Office

11/2010-7/2014

Deputy State Public Defender

- Appointed on over 1,100 misdemeanor, juvenile, and felony cases, exclusively handling adult felonies from November 1, 2011 through July 2014.
- Conducted eight felony trials, including first degree murder, sex assault on a child, first degree burglary, and second degree assault.
- Conducted twelve misdemeanor jury trials, including child abuse, domestic violence, and sex offenses.
- Supervised and mentored interns and first year attorneys in county court.
- Handled office-wide and county court specific trainings.

Office of the Colorado State Public Defender, Denver Trial Office

8/2009-5/2010

Certified Intern

Denver District Court, The Honorable Anne M. Mansfield

5/2009-8/2009

Judicial Intern

The GLBT Community Center of Colorado's Legal Initiatives Project

8/2008-12/2008

Legal Intern

Otten Johnson Robinson Neff & Ragonetti, P.C., Denver, CO

5/2008-7/2008

Summer Associate

(Prior to law school)

Earthtech Environmental, Inc., Denver, CO

4/2007-8/2007

Assistant to Director of Federal Contracts & Procurement

- Drafted new commercial procurement procedures in accordance with the Uniform Commercial Code
- Revised government contract procurement procedures in compliance with the Federal Acquisition Regulation
- Assisted Director in reorganization of procurement and contracts functional groups

Shaw Environmental, Inc., Denver, CO

3/2004-4/2007

Subcontracts Administrator

- Solicited and evaluated subcontract proposals in compliance with price competition requirements
- Negotiated, awarded, administrated, and closed out subcontracts in support of federal and commercial contracts
- Prepared subcontracts for major audit of FEMA contracts for Katrina response work

Tristan Anne Gorman

3657 Lafayette Street, Denver, CO 80205

720-988-5922

tristan@gzdefense.com

- Negotiated agreement with Tennessee State University to support federal small business utilization requirements
- Resolved disputed subcontract for emergency work on a Blackhawk helicopter crash site for U.S. Army Corps of Engineers
- Took on entire department workload upon resignation of four colleagues in four months

Shaw Environmental, Inc., Denver, CO

6/2003-3/2004

Procurement Coordinator

- Conducted training on the purchasing/accounting software system
- Assisted with source selection, price negotiation and justification, award, and administration of subcontracts
- Completed close-outs on multiple projects
- Generated reports on small business utilization for government clients

COMMUNITY INVOLVEMENT

- LGBT Community Center of Colorado Member Attorney
- Steering Committee Member, Helen Morgan for Denver District Attorney
- Colorado Criminal Defense Bar Policy Committee
- Human Rights Campaign Member
- American Civil Liberties Union Member

PROFESSIONAL MEMBERSHIPS

- LGBT Bar Association
- Colorado Bar Association: Civil Rights Committee and Criminal Defense Section
- Denver Bar Association
- Colorado Criminal Defense Bar

EDUCATION

University of Denver Sturm College of Law, Denver, CO

J.D. May 2010

- Colorado Bar Association Student Member
- Colorado GLBT Bar Association Student Member
- OUTLaws Co-President 2008-2009
- ACLU Chapter Treasurer 2008-2009
- DU Progressive Network Founder August 2008-May 2010
- The Writ Editor-In-Chief 2009-2010, Business Editor Spring 2009
- Public Interest Law Group Mentor for first year student 2009-2010
- Volunteer Assistant Bailiff for Robert Ray murder trial, 18th Judicial District, Spring 2009
- Contributor, Race to the Bottom Blog coverage of Ward Churchill trial, 2nd Judicial District, March 2009
- Scholastic Excellence Award for Trial Practice Fall Semester 2009
- Student Leadership Award May 2010
- Colorado Access to Justice Commission Bar Refresher Course Scholarship, DU Recipient, June 2010

Colorado College, Colorado Springs, CO

B.A. English May 2002

- First Year Experience Program Student Mentor
- English Department Advisory Committee Student Member

Dana L. Juniel

(e) dlj1417@hotmail.com | www.linkedin.com/in/DanaJuniel

(p) 720.771.7179 | 2833 Adams St., Denver, CO 80205

Strategic Communications & Marketing Professional

Executive MBA Program Participant

Detail oriented self-starter with strong organizational skills and a unique “outside-of-the-box” approach to projects and problem solving. Passion for empowering change in our community by providing 10+ years of expertise in non-profit communications, public relations and fund development. Experienced leader and strategist committed to enhancing brand awareness and financial support, while inspiring excellence among talented individuals.

- Non-Profit Marketing
- Communications Specialist
- Brand Management
- Graphic Design
- Fund Development
- Event Management
- Social Media & Website Maintenance
- Media Relations

Marketing/Fund Development

- Led agency re-branding initiative, including market research, creation of new logo and tagline, key messaging, agency style guide and stakeholder training
- Concept creation, graphic design and text writing for all print materials including newsletters, brochures, annual reports, invitations, donor recognition documents, etc. (portfolio available)
- Design and production of direct mail and online fundraising appeals for three local not-for-profit agencies, raising over \$100,000 annually
- Create annual marketing campaigns focused one signature event, multiple recognition events and three primary awareness campaigns
- Maintain all print, direct mail and website related budgets
- Formulate strategic action plans for implementation of social media and online fundraising campaigns through the use of Constant Contact, Facebook and Twitter

Communications

- Compose and distribute media releases resulting in publicity in all major local news outlets, in addition to national recognition in People Magazine, The American Prospect Magazine, and The Huffington Post
- Enhanced annual communications and marketing plan to include crisis communications strategy, speakers bureau handbook, and style guide
- Coordinated the production of over 20 client spotlight videos and 4 PSA's, which include script writing, directing, field and studio production, editing and distribution
- Oversee all external communications from the agency and/or its representatives
- Promote key staff members as local issue experts in the areas of child abuse and neglect, domestic violence and homelessness
- Maintain agency website including daily editing, online donation management and monthly analytics. Increased average number of monthly website visitors from 7,000 to 10,000 over three years

Event Management

- Revitalized signature fundraising event, resulting in improved attendance and continued revenue growth over past 4 years
- Re-shaped annual Girls Night Out fundraising event by incorporating targeted key messaging and partnering with strong female role models to produce one of the highest regarded domestic violence awareness events in the Denver metro area

- Coordinate all 3rd party external fundraising events and collaborative fundraising efforts with partner organizations, civic groups and corporations
- Manage event and campaign budgets, in addition to proposals, contracts, invoices and payments for caterers, venues, rental companies and other vendors
- Coordinate keynote speakers, emcees and client participants, ensuring the highest level event scripting and video production
- Supervise staff and volunteer teams of 20 – 100 individuals

Software

- Publishing Software – Quark Xpress, Adobe Photoshop, Adobe Illustrator
- Website Maintenance – Joomla, WordPress, Constant Contact, Authorize.net, Pay With My Bank
- Other – Microsoft Office Suite, Blackbaud Raiser’s Edge, Facebook, Twitter

Professional Work Experience

Director of PR & Marketing Family Tree, Inc., Wheat Ridge, CO	Dec. 2011 – present
Manager of Marketing, Communications and Special Events Family Tree, Inc., Wheat Ridge, CO	Jan. 2010 – Dec. 2011
Marketing Specialist (Contractor) Ralston House, Arvada, CO Wings Foundation, Denver, CO	March 2008 – Dec. 2010
Marketing and Special Events Coordinator Family Tree, Inc., Wheat Ridge, CO	Sept. 2008 – Jan. 2010
Human Resources Assistant Family Tree, Inc., Wheat Ridge, CO	Sept. 2005 – Sept. 2008
Public Relations & Marketing Development Associate Family Tree, Inc., Wheat Ridge, CO	March 2005 – Sept. 2008
Instructor Girls Incorporated of Metro Denver, Denver, CO	August 2003 – Sept. 2005
Community Relations Intern Kroenke Sports Enterprises, Denver, CO	Sept. 2003 – June 2004

Education

Masters of Business Administration Colorado State University, Fort Collins, CO	May 2016
Bachelor of Science, Business Administration Colorado State University, Fort Collins, CO	May 2003

Civic Engagement

- Mile High United Way Emerging Leaders Council (2009)
- Denver Juneteenth Celebration Planning Committee (2008 – 2011)
- Family Tree Kaleidoscope (Inclusiveness) Committee (2006 – 2010)

***JAXZION JUSTICE DEAK**
3001 Fox Street, #328
Denver, Colorado 80202
(914) 262-9005
renewlife@mail.com

OBJECTIVE:

My goal is to advocate for those who are experiencing poverty, who are disabled and/or who are part of the LGBTQ community.

EMPLOYMENT EXPERIENCE:

ALLEN & VELLONE, P.C.

Denver, Colorado

August 2004 – September 2010

Legal Assistant (2006 – 2010)

- o Manage 100+ actively rotating client files and the work product of 3 Attorneys
- o Proficient in Filing and serving pleadings/discovery via Lexis Nexis File & Serve and PACER ECF
- o Calendar deadlines for cases in State and Federal Courts, as well as United States and international trademark deadlines and those updated by the Colorado Secretary of State
- o Correspond with clients, opposing counsel and courts regarding case related activity
- o Other: travel arrangements; Colorado State Notary; proficient with Microsoft Word, Excel and Outlook

Receptionist (August 2004 – 2006)

- o Daily deposits and credit card machine use
- o Development of more time efficient and cost effective billing structures
- o Entry of fee and cost data in TABs for monthly client billing and data entry for tax purposes
- o Meet/greet clients, maintain conference rooms schedule and preparation for meetings
- o Organize common areas and re-stock various items
- o Client reporting and vendor cost comparisons
- o Answer a 20-line phone for four law offices, distribute faxes, file and help with mailing

HEARING CENTER AT RYE RIDGE

Rye Brook, New York

February 2003 – January 2004

Administrative Assistant

- o Submission of all health insurance claims
- o Ordered and sold hearing aid accessories and other office supplies
- o Correspondence between hearing aid companies, patients and doctors
- o Shipped and received hearing aids and equipment via Airborne Express
- o Answered phones, scheduled and reminded of appointments and filed
- o Ordered and sold hearing aid accessories and other office supplies

EDUCATION BACKGROUND:

UNIVERSITY OF COLORADO AT DENVER

Denver, Colorado

Bachelor of Arts

Major: Sociology

Graduated – May 2010

SUNY CORTLAND

Cortland, New York

Fall 1998 – Fall 2001

Majors: Sociology (concentration in Criminology)
Mathematics

**my legal name is Elizabeth Erin Deak, JaxZion Justice Deak is my pseudonym and the name I intend on changing to legally in the future.*

***JAXZION JUSTICE DEAK**
3001 Fox Street, #328
Denver, Colorado 80202
(914) 262-9005
renewlife@mail.com

ADVOCACY & VOLUNTEER EXPERIENCE:

THE GATHERING PLACE

Denver, Colorado

- Transgender Network Meetings
Facilitator/Moderator December 2015 – Present
- Member Engagement Steering Committee
Co-Chair, elected January 2016 October 2015 – Present
- Advocacy Committee September 2015 – Present

HUNGER FREE COLORADO

Denver, Colorado

- Hunger Through My Lens
Photographer & Community Speaker January 2013 – Present

CERTIFICATES:

PEER SUPPORT GROUP MODERATOR

Via the GLBT Community Center of Colorado, Denver

Issued December 2015

CPR/AED

Issued September 2014

SKYWARN/COLORADO ALL-SEASON SPOTTER TEAM (CAST)

Colorado

- Cast # DE357 Issued August 2014

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

Denver, Colorado

- Cert # 14-412 Issued April 2014

OTHER LGBTQ INVOLVEMENT:

Colorado Trans Community Choir & Arts Collective

October 2015 – Present

REFERENCES:

Please see attached Boards and Commissions Application

**my legal name is Elizabeth Erin Deak, JaxZion Justice Deak is my pseudonym and the name I intend on changing to legally in the future.*

D. Lance King
2704 Blake Street, Denver, CO 80205
312.401.5467 (home/cell)
DLanceKing@gmail.com

SUMMARY OF QUALIFICATIONS

- Twenty-three years of diverse experience in non-profit and for-profit leadership positions, including fundraising, relationship management, higher education, foundation management, associations, and philanthropic management consulting.
- Experienced and creative leader with solid skills in all areas of resource and personnel management, planning, and attainment of organizational and individual goals, including large capital campaigns.
- Effective communicator, problem solver, and strategic thinker with proven ability to translate the complexities of large organizations in a manner that engenders support from diverse internal and external stakeholders.
- Ability to work effectively with colleagues, corporate/foundation executives, volunteers, donors, elected officials, academicians, and media to build strategic relationships and create an environment that is conducive to achieving goals.
- Seasoned fundraising executive experienced in securing major gifts and grants from high-net-worth individuals, corporations, and foundations in support of top-tier research universities, academic medical centers, healthcare foundations, performing arts, and human/civil rights.

PROFESSIONAL EXPERIENCE

Independent Philanthropic Management Consultant

Denver, Colorado
November 2014 - Present

- Current and recent clients include: University of Colorado and University of Colorado Foundation, Colorado Consumer Health Initiative, Tyler Clementi Foundation, Funders for LGBTQ Issues, Point Source Youth, and Edgimo, Inc.
- Provide strategic philanthropic management consulting services to nonprofit clients, including higher education and foundations, to assist them in growing their fundraising success and achieving their missions.
- Services provided include case development, prospect research, donor engagement strategies, proposal writing, board development, operations, policies and procedures, and organizational development.
- Extensive, ongoing consulting engagement with the University of Colorado and the CU Foundation to assist them in strengthening their partnership and improving their operational effectiveness.

Gill Foundation

Vice President, Donor Resources

Denver, Colorado
September 2012 – October 2014

- Provided innovate, strategic leadership in the planning, implementation, and direction of all facets of the Donor Resources program within a private family foundation, including a comprehensive program of major donor relationship management, securing major gifts and institutional grants, and ensuring that goals are met with regard to leveraging Gill's programmatic investments with others funders.
- Managed national network of major donors and institutional funders interested in funding 501(c)(3) organizations and projects with the goal of expanding equality, freedom, and opportunities for lesbian, gay, bisexual, and transgender individuals in the U.S.
- Led efforts at Gill to increase philanthropic giving in support of the LGBT equality movement, and to key initiatives, collaborations, and grantees of the foundation, in particular.
- Provided support and advice to individual donors and institutional funders in effective and strategic giving, while working to broaden and diversify our network of donors to create a more sustainable funding base for the LGBT movement.
- Directed the planning and execution of the foundation's biennial *OutGiving* conference, a private gathering of the country's leading LGBT and allied donors and funders.
- Worked closely with the Vice President of Programs and the Programs team to ensure that the foundation's grantmaking was implemented in a way to create opportunities for co-funding by other donors and funders.
- Represented Gill Foundation to other funders, organizations, boards, and funding collaboratives.

San Francisco Symphony

Chief Development Officer/Director of Development

San Francisco, California
August 2011 – August 2012

- Served as chief development officer, responsible for developing/executing plans for achieving short and long-term fundraising goals: more than \$30 million in annual contributed revenue, guided planning for an anticipated \$400 million capital campaign.
- Led staff of approximately 30 individuals, including annual giving, major gifts, gift planning, corporate and foundation relations, development services/gift processing, prospect research, special events, and volunteer management.

- Developed strategic relationships within the Board of Governors and its committees to foster effective volunteer-staff fundraising partnerships. Served as staff liaison to key Board committees and worked closely with Executive Director and Board President to plan and execute Board and Executive Committee meetings, as well as the Committee on Nominations.
- Led strategic planning process for anticipated capital campaign, including RFP process and selection of external consultant to conduct Development program assessment, comprehensive wealth screening/predictive modeling, and feasibility study.
- Served as member of the Symphony's senior leadership team, working closely with the Executive Director and peer Division Heads to enhance the effectiveness of all Symphony development initiatives and projects, as well as shape organizational priorities and strategic imperatives.
- Responsible for managing the Development Division, including the recruitment, retention and professional development of a 30-member team and management of the Division's operating budget.

Grenzbach Glier and Associates (GG+A)

Executive Vice President & Managing Director

Chicago, Illinois

October 2009 – June 2011

- Served as chief operating officer for leading international philanthropic management consulting firm, responsible for the day-to-day management of the firm's Chicago headquarters.
- Provided strategic leadership and management to GG+A's consulting staff, dedicated to increasing fundraising effectiveness across all nonprofit sectors, including education, health care, arts and culture, and other charities in the US and abroad.
- Led core operational areas including Philanthropic Analytics, Client Services, Client Relations, Marketing, Consulting Services, Human Resources, Information Technology Services, Executive Office, conferences, and facilities.
- Served as primary talent management officer for the firm, responsible for the recruitment, hiring, onboarding, and orientation of all staff, including consultants, analysts, and non-consulting staff. Worked closely with President/CEO to recruit a new Chief Financial Officer and managed more than 20 staff recruitments during my tenure.
- Worked closely with President/CEO, CFO, and direct reports to develop annual operating budget and responsible for revenue and expense targets necessary to ensure growth and profitability targets.
- Responsible for managing various strategic initiatives and special projects across the firm, including the outsourcing of managed IT services, implementation of a new CRM system, new consulting service offerings, and a new training initiative.
- Chaired the firm's Executive Management Group, a cross-functional senior management team responsible for core operations, and served as a member of the firm's Executive Committee.
- Served as the GG+A representative to the Board of Directors of the *Giving Institute: Leading Consultants to Nonprofits*, an international association of philanthropic consulting firms.
- Provided direct philanthropic consulting services to a variety of clients in education, healthcare, and the arts, including fundraising program reviews and campaign feasibility studies (e.g., Mayo Clinic, Los Angeles Philharmonic).

Stony Brook University

Vice President for Advancement & President, Stony Brook Foundation

Stony Brook, New York

May 2006 – September 2009

- Led the successful conclusion of first-ever capital campaign, *The Emergence of Stony Brook*, which exceeded its \$300 million dollar goal by more than 20%, including a \$60 million dollar gift, the largest in the history of the State University of New York (SUNY); campaign also included SUNY's first-ever cumulative \$100 million donor.
- Responsible for several other seven and eight-figure individual gift commitments during the campaign.
- Led efforts to establish a more professional development program for Stony Brook University Medical Center, including significant hiring, staff development, establishment of new Development Council, and the first-ever grateful patient giving program.
- Served as ex-officio member of the Stony Brook Foundation Board of Trustees and coordinated activities of the board and several of its committees.
- Served as ex-officio member of the Stony Brook University Alumni Association Board of Directors and provided guidance and oversight of Alumni Relations staff; led the planning and opening of first-ever Alumni Center for the campus, negotiated new revenue generating contracts and affinity marketing agreements.
- Increased Advancement staffing by 50%, implemented a more sophisticated prospect management system, proposal tracking, and a major gifts culture.
- Led the implementation of new policies/procedures for Advancement and the Stony Brook Foundation, with an eye towards transparency, improved organizational effectiveness, enhanced productivity, and increased professionalism.
- Implemented development operation and staffing for new Stony Brook Southampton campus.
- Served as chair of the Advisory Council of the Chief Development Officers of the State University of New York (SUNY), a system-wide organization advocating the role of Advancement for the 64-campus system.

University of Colorado Foundation, 2003-2006

Senior Vice President for Development

Boulder, Colorado

August 2004 – May 2006

- Provided senior leadership for all development functions in support of the University of Colorado (CU) System and its three universities – CU-Boulder, CU-Colorado Springs, and CU-Denver and Health Sciences Center – including major gifts, gift planning, corporate and foundation relations, annual giving, and prospect management/coordination.

JASON CHRISTOPHER MARSDEN

CONTACT INFORMATION

45 Ogden Street, #107
Denver, Colo. 80218

303-408-6009 CELL

jcmarsden@gmail.com

SUMMARY OF QUALIFICATIONS

I am an executive director with 15 years' experience managing not-for-profit organizations with missions focused on education and advocacy. I'm a skilled organizational administrator with extensive experience in organizational governance, budgetary oversight and reporting, major donor relations, grant writing and reporting, and personnel management. My extensive communication experience ranges from written narratives to educational presentations to legislative hearings.

PROFESSIONAL HISTORY

Executive Director. *Matthew Shepard Foundation.* Denver, Colo. 2009 – present.

Responsible for management, fundraising and budgeting of non-profit corporation. Hire, train and supervise nine staff plus contractors. Support board and volunteers. Supervise public relations, major events, merchandise sales, grant writing and reporting, educational programs, and external partnerships.

Executive Director. *Wyoming Conservation Voters & WCV Education Fund.* Casper, Wyo. 2001 – 2009.

Managed, raised funds, budgeted and operated two non-profit corporations. Hired, trained and managed staff and contractors. Recruited and supported two boards of directors. Produced literature; organized events, receptions and conferences; conducted media and educational workshops. Founding ED of both organizations.

Washington, D.C. Bureau Chief. *Casper (Wyo.) Star Tribune.* Washington, DC. 1999 – 2001.

Covered Wyoming's congressional delegation and federal agencies including Forest Service, Bureau of Land Management, National Park Service, etc. Covered national GOP convention, 2000. Edited two statewide election supplements. Wrote heavy analysis, special packages, investigative reports and features.

Energy & Environment Reporter. *Casper Star Tribune.* Casper, Wyo. 1996 – 1999.

Covered Wyoming environmental issues, Wyoming's oil and gas, coal, and mining industries, legislative sessions and statewide politics. Panelist, Wyoming Secretary of State TV debate, 1998. Led EPA award-winning multi-year investigation of cleanup and litigation of the Casper Amoco Refinery.

City Reporter. *Casper Star Tribune.* Casper, Wyo. 1995 – 1996.

Provided daily news coverage of the Casper City Council, Natrona County Commission and related governmental agencies. Wrote profiles and features, opinion columns. Covered annual local government budgeting processes in depth. Covered local political campaigns in Natrona County. Received numerous awards from the Wyoming Press Association.

EDUCATION

Harvard University, *Bachelor of the Arts, cum laude in general studies. Concentration: English and American Literature and Language.* Course work included literature, language, history, philosophy, urban planning and design.

Sheridan High School, *College-preparatory track.* Student Council (class officer), Speech Team (vice president, president, state champion), National Honor Society, American Legion Boys State.

COMMUNITY LEADERSHIP

Co-chair. *Wyoming Blue-Green Alliance* (2006 – 2009).

Chair. *Wyoming Chapter of the Sierra Club* (2008 – 2009).

Election Judge. *Natrona County, District 1, Precinct 2* (2006 & 2008).

Board member. *Alliance for Historic Wyoming (2007 – 2010), Wyoming Wilderness Association (2004) and the Equality State Policy Center (2004 – 2009; 2015-present).*

Delegate. Sierra Club national Smart Energy Solutions steering committee (2006 – 2008).

PROFESSIONAL DEVELOPMENT

League of Conservation Voters Environmental Leadership Institute (2002). LCV Executive Director Boot Camp (2002). Alliance for Justice nonprofit tax course (2003). Various media relations & public speaking trainings. Proficient in QuickBooks and other typical office software.

AWARDS

Wyoming's Forty Under 40. Awarded by the Casper Star-Tribune. Named in 2006 class.

Wyoming Wildlife Federation. Conservation Group of the Year, 2005.

U.S. Environmental Protection Agency. Citizen Environmental Protection Award, 1999.

Wyoming Wildlife Federation. Conservation Communicator of the Year, 1998.

SKILLS & ACCOMPLISHMENTS

Organizational & Financial Management

- Directed the creation of budget structure; implemented regular budgetary reporting procedures.
- Facilitated yearly organizational audits; personally prepared 16 IRS Form 990 tax returns.
- Developed annual and multiyear plans for programs, operations, fundraising and overall organizational strategy.
- Oversaw organizational website rebuild and two donor database transitions.

Public Relations & Communications

- Served as organizational spokesperson; appeared in broadcast, print and online media, including CNN Headline News, NBC Nightly News, Los Angeles Times, and others.
- Supervised public relations campaigns, including developing organizational messaging, pitching to media outlets, implementing social media strategy, and crafting weekly and quarterly constituent communications plans.
- Drafted educational publications aimed at increasing public awareness of public lands; authored eight annual Wyoming Legislative Scorecards.

Public Speaking

- Conducted educational workshops, including citizen lobbyist trainings; moderated numerous candidate forums; led media relations workshops.
- Delivered keynote addresses at conferences and at annual fundraising events.
- Presented workshops abroad on behalf of the U.S. State Department, including NGO business management training and activist training for entry level NGO staff.

Public Policy

- Advised Wyoming Conservation PAC on fundraising and budget, candidate campaign strategies, direct mail and grassroots campaign activity over four campaign cycles.
- Developed legislative priorities and led conservation lobbying team at the Wyoming Legislature over eight sessions.
- Testified in well over 100 legislative hearings.

Fundraising

- Established donor base and organizational structure for new organization.
- Personally conducted major donor outreach and corporate funder relations; created and implemented multi-year fundraising strategy; supervised fund drive and match challenge campaigns.

Sable Schultz
303.269.1316
sable.schultz@gmail.com

SUMMARY OF QUALIFICATIONS

- Communication
- Critical Thinking
- Customer Service
- Event Planning
- Group Facilitation
- Listening Skills
- Mentoring
- Works Well Under Pressure

EXPERIENCE

The GLBT Community Center of Colorado *Transgender Program Manager* 2015 - Present

- Oversee support groups
- Train support group moderators
- Facilitate supportive environment for transgender community members
- Update community resource listing
- Oversee annual fundraising event
- Develop programming to encourage community participation
- Provide training to community partners

Mental Health Center of Denver *Residential Counselor II* 2012 - 2015

- Coached and advised consumers undergoing crisis
- Coordinated and oversaw peer support groups
- Counseled clients – discussed with them their choices if they relapsed
- Dealt with consumers in crisis; referred them to hospital or to other resources as appropriate
- Facilitated groups; increased perceived environment stability for consumers
- Handled AWOL clientele
- Monitored consumer daily medication
- Trained and supervised residential care coordinators

University of Denver Center for Multicultural Excellence *Inclusive Excellence Fellow* 2013 - 2015

- Co-chaired the committee for the annual Women's Conference; kept committee members on-task and on budget
- Documented and edited updates to the Women's Coalition charter
- Ensured events were consistently held on a quarterly basis
- Fostered campus and community partnerships through cross-program support; increased attendance from 200 to 400 for last conference and improved diversity of attendees
- Provided generalized administrative support for Assistant Provost for Campus and Community Partnerships; also compiled data for year-end reports
- Secured resources for campus and community organizations; networked with targeted groups, reserved rooms, ordered catering, arranged audio/visual support, handled reservations, sent out event invitations, and followed up with customer feedback surveys

Movement Advancement Project *Administrative Assistant* 2012 - 2014

- Assembled and explored social media resources for promoting outreach endeavors
- Coordinated with national staff to send out mailings and non-local co-workers
- Developed a standardized and streamlined publication tracking system
- Streamlined the process for sending out larger mailings and getting in supplies
- Tracked expenses, making flight or train reservations

The BACCHUS Network *Administrative Assistant* 2011 - 2013

- Developed and implemented a tracking system for membership and conference payments
- Fielded member calls and emails
- Reorganized and restructured the CPE tracking system

GLBT Student Services*Program Assistant*

2006 - 2011

- Built a consistent process for having students and student staff attend the annual creating change conference
- Collaborated to develop special projects and programming
- Coordinated and planned multiple campus wide events through facilitated committee engagement
- Designed and implemented engaging and guided public presentation events to promote inclusive campus environments
- Facilitated diversity type training for students, staff, and faculty
- Developed the framework for the annual Queer Symposium
- Engaged in assessment of office utilization
- Made the services group more aware of the experiences of intersectional identities
- Redesigned and overhauled Safe Zone training materials
- Trained, supervised, and mentored student staff employees

EDUCATION & AFFILIATIONS

University of Denver

Master of Arts, Higher Education (June 2015), Inclusive Excellence Fellowship Award

Metropolitan State University of Denver

Bachelor of Arts, Psychology; Journalism, magna cum laude, Pearson Scholarship, President's Academic Achievement Award

University of Denver HESA

Vice President

Denver Scholarship Foundation

Service Learning

Center for Multicultural Excellence

FORWARD Facilitator

The Center

Transgender Discussion Group Facilitator

Laboratory to Combat Human Trafficking

Research Volunteer

The Center

*Transgender Community Advisory Committee***PROFESSIONAL SKILLS**

- | | | |
|---------------------|--------------------|-----------------|
| • Adobe In Design | • MS Office | • MS Windows XP |
| • Adobe PhotoShop | • MS Outlook | • MS Word |
| • Concur | • MS PowerPoint | • Photocopiers |
| • Mailing Equipment | • MS Publisher | • Printers |
| • MS Excel | • MS Windows 7 Pro | • STAR |