

Andrew B. Francis

Profile

Advanced membership and donor experience	Expert organizational and tracking skills
Exacting management and editorial standards	Motivated and energetic manager
Strong nonprofit development background	Creative problem solver, highly adaptable

Experience

2/2006 – present **MEMBERSHIP & SYSTEMS MANAGER** \

The American Academy of Orthotists & Prosthetists

- Manage 14,000 name database and track renewal, recruiting and development
- Create all campaign materials for recruitment and retention efforts.
- Increased membership enrollment by 5% in my first year through recruiting efforts

8/2003 - 6/2005 **EXECUTIVE DIRECTOR**, the Guild Studio School, Easthampton, MA

- Developed annual budget, short and long term goals and programming
- Identified and managed funding sources including foundation grants and donations.
- Implemented Executive Board directives and developed long term strategies
- Managed special events including annual appeal, fundraising events and outreach
- Performed administrative tasks: registrations, database management, bookkeeping
- Streamlined systems, improved general efficiency and reduced outsourced services
- Primary contact for all public, teacher, student, business and municipal inquiries
- Created all print and web media, signage, press releases, web updates and advertising

6/2003 - 8/2003 **ASSISTANT DIRECTOR**, Snow Farm, Williamsburg, MA

- Planned activities for 42 students on a residential art school campus
- “Go-to-guy” for 15 staff members, consulted on program administration and resources
- Arranged transportation schedule for field trips & museum visits

9/1998 - 8/2003 **LEAD TEACHER**, Pittsfield School System, Pittsfield, MA

- Taught art and ceramics to middle and high school students
- Participated in curriculum development to meet Massachusetts Frameworks guidelines
- Managed exhibition opportunities and studio requirements for over 70 students
- Created departmental assessment policies to document successes and failures

Summer 2001, 2002, 2003 **LEAD INSTRUCTOR**, Snow Farm, Williamsburg, MA

- Taught students all methods of creating ceramic artwork, inspired idea generation
- Promoted goal setting and managed project timing to ensure completion
- Organized outings, events, displays related to ceramics

5/1996 - 9/2000 **EXECUTIVE ASSISTANT**, Interlaken School of Art, Stockbridge, MA

- Worked closely with Executive Board on development and donor relations
- Created and conducted annual appeal process through acknowledgment and reporting
- Developed and managed a 5,000 record mailing, membership and development database

7/1996 - 9/2000 **TEACHER**, Interlaken School of Art, Stockbridge MA

- Instructed students of all ages in art and ceramics
- Taught and assisted in the “Art Safari” children’s program
- Created, proposed and taught over 15 classes and workshops.

5/1996 - 9/2000 **STUDIO MANAGER**, Interlaken School of Art, Stockbridge, MA

- Managed hanging and decor for over 20 exhibitions and events
- Oversaw running of 12 station ceramics studio
- Provided technical assistance to teachers and students

Education

The University of Massachusetts, Amherst, MA - BFA, Ceramics, 2002

Kent State University, Kent, OH - '95-'96, Ceramics and Fine Art

University of Connecticut, Storrs, CT - '84-'89, Language and Liberal Arts