

Kerry Rutherford

Education:

University of Washington, Seattle, Washington, Bachelors Degree, Anthropology 1970
Washington State Teacher Certification: K-8, Endorsements in English and Anthropology 1988

Shoreline Community College, Seattle, Washington, Audio Engineering & Midi Production 1999

Simple Web Design using HTML, online classes, 2002

Digital Video editing, intro to Final Cut Pro, 911 Media, Seattle, Washington 2011

Organizational Skill Set and Competencies:

Grant writing & grant management proficiency: ability to research and find grant opportunities, write detailed and accurate grant proposals, manage grant funds and activities, submit timely and accurate reports, and to create and manage new and innovative programs

Marketing skills: ability to create unique marketing materials, mailings, ad copy, online articles and reviews and to conduct outreach to market classes, workshops and programs

Highly organized: ability to multi-task, research and present findings, meet deadlines

Good Interpersonal skills: ability to work with people from diverse backgrounds and cultures

Excellent written and oral communication skills: experienced writer, speaker, teacher

Solutions oriented: creative problem solver, collaborative team player, customer service oriented

Works independently: ability to prioritize and manage multiple tasks, manage multiple programs

Computer literate: Internet, Microsoft Office, Salesforce, Publisher, basic HTML, Outlook, learns new programs quickly

Event Planning: facilitating vision and planning, booking venues, recruiting volunteer staff, creating marketing materials, working with advertisers, caterers, venue staff and media, writing press releases

Administrative skills: phones, mail, taking minutes at board meetings, scheduling meetings, logging donations

Recent Volunteer experiences:

Volunteer database manager and registration lead for REDUX Auction

Kirkland Arts Center, August-October, 2011

Participated in the planning process for the registration area of the Auction event.

Trained team of six volunteers to register guests and log donations using Salesforce.

Supervised and managed the registration area the night of the event.

Volunteer Instructor: *Creating a simple web page using HTML*

Northstar Junior High, Lake Washington School District, Kirkland, WA, January, 2012

Previous Work Experience:**Director of Grants & Special Projects**, Arts United of Greater Fort Wayne 2004-2009Responsibilities & Accomplishments:

Managed the Creative Alternative Program (CAP) Grants, providing arts programming to nonprofits organizations who serve at-risk youth:

Marketing program, reviewing grant applications, recruiting and supervising grant committee, presenting summaries to board of directors for approval, conducting program site visits, reviewing final reports, maintaining database of applicant organizations, submitting invoices to CFO, preparing twice yearly reports to our program funders: Foellinger Foundation and Lincoln Financial Foundation.

Created and managed the Art as a Catalyst: Diversity Initiative Program, a capacity-building grants program for emerging, diverse nonprofits from the underserved areas of Fort Wayne, funded by a grant from the John S. and James L. Knight Foundation: Created the recruiting process, marketing plan and materials, processed the applicants, formed advisory committee, hired consultants to work with the emerging groups in a variety of capacities, monitored grantee progress, submitted invoices to CFO and continued to write the progress reports to the Knight Foundation. Managed \$750,000 over three years, serving the following populations: African-American, Nigerian, Kenyan, Hispanic, Burmese, Laotian, Colombian, Japanese-American, Chinese-American, German-American, Macedonian.

Managed needs assessment: In 2005, organized focus groups, round tables and interviews, working with outside consulting team to assess the needs of non-profits in the diverse and underserved areas of the city. A record number of citizens attended the roundtable representing city council, youth and arts nonprofits, churches, universities and foundations. The results of this process were used to write the grant to the John S. & James L. Knight Foundation that resulted in the Art as a Catalyst: Diversity Initiative. We received the three-year, \$750,000 grant.

Managed/Created Other Grant Programs: Community Partnership Grants (awards \$40,000 annually), NAII Internship Program providing interns to arts nonprofits, Neighborhood Grant Program.

Special Projects: Redesigned the Community Arts Council to better serve the needs of the funded, associate and affiliate members. Planned multiple community events over 5 years. Designed newsletters and marketing materials.

Grant Writing to foundations and government agencies over 5 years, obtaining grants for arts nonprofit: \$750,000 for three-year capacity-building program from John S. and James L. Knight Foundation, \$150,000 each year for 5 years for CAP Program from Lincoln Financial Foundation & Foellinger Foundation, \$25,000 for tech upgrades from Community Foundation, \$40,000 each year for several years for an arts intern program from Lincoln Financial Foundation, provided data and research needed for grants to National Endowment for the Arts.

Elementary Teacher

Lake Washington School District, Redmond, Washington 1989-1998

Elementary Teacher, 3rd, 4th, 5th grade, self-contained classroom

Organized and trained parent volunteers for classroom, served on science curriculum committee, wrote and received two government grants

Training Generalist

Customer Service Department, Amazon.com, Seattle, Washington 1999-2000
 Trained incoming staff on phone, E-mail, Intranet, Internet & customer service skills

Instructor, *Building Effective Relationships* workshops

Whitesmith & Associates, Fort Wayne, Indiana 2001-2002
 Co-taught workshops to Managers, Supervisors at EPA, Chicago

Other Teaching and Training Experience:

1983-1984 **Developed and taught *Childhood Emergency First Aid* seminars for University of Washington's Experimental College, Seattle, WA**

1992-1993 **Master Teacher for KCTS Channel 9 Public Television's National Teacher Training Institute for Science and Technology**
 Bruce Winn, Director of Training for WNET Public Television, wrote, "*During the institute Kerry demonstrated her lessons to teachers throughout Washington State and British Columbia who gathered at the Seattle Center in 1992 and Everett in 1993, at the Washington Science Teachers conference. I hired Kerry two years in a row because of her exceptional talent for generating enthusiasm when teaching science to other teachers and her creativity when using technology to inspire students' interest in science...more importantly, Kerry was very professional in her preparation for the Institute. I required a specific methodology to this project and a strict timeline for developing lessons. Kerry was one of the few teachers who didn't require several lesson plan rewrites and prodding for keeping the project's deadlines. She understood what was required to make the Institute a success and was responsible abiding to the guidelines. It was a pleasure to work with her throughout the year and I could rest assured knowing that she was doing a great job.*"

1994 **Pathfinder Program, Southern California Marine Institute**
 One of 20 teachers selected nationally to receive an all expense paid trip to California and a two-week workshop to develop oceanography lessons for public school children for this NOAA funded program.

1995 **Maury Project in Annapolis, MD, Oceanography, American Meteorological Association funded**
 One of 23 teachers selected internationally to receive an all expense paid trip to Annapolis and a two-week workshop to develop oceanography lessons for public school children.

Interests:

music, writing, photography, building community, resisting empire, making simple websites using HTML

Contact:

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