



## Michelle S. Mazzola

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### SPECIALIZED SKILLS

- ❖ Grant Writing
- ❖ Grants Administration
- ❖ Fundraising
- ❖ Strategic Planning and Facilitation
- ❖ Technical Writing for Plans
- ❖ Workshop Presentations

### EDUCATION

- Master of Science, Emphasis: Communications, University of Idaho, Moscow, May 1991. Cumulative Average 4.0 on a 4.0 scale.
- Bachelor of Science, Emphasis: Natural Resources, University of Vermont, Burlington, May 1983.

### PROFESSIONAL EXPERTISE

#### Grantsmanship and Fundraising:

- **Authored, received funding, and administered** successful state and federal government, corporate and foundation grants, with a combined financial value of several million dollars. **Realized a 95% grant writing success rate in past staff positions.** Areas of emphasis include fire and emergency, arts, health care, affordable housing, developmental disabilities, conservation and natural resources, etc. In addition, I have implemented and administered multi-million dollar capital campaigns for educational and infrastructure development projects. Following is a sample of **grants written, most of which I also administered:**
  - Washington State Department of Commerce, Community Development Block Grant - \$903,000
  - Washington State Department of Ecology - \$1,143,000
  - U.S. Department of Housing and Urban Development - \$800,000
  - Washington State Housing Trust Fund - \$389,000
  - Washington State Conservation Commission - \$240,000
  - Washington State Health Care Authority - \$175,000
  - Washington State Governor's Salmon Recovery Office - \$140,000
  - National Fish and Wildlife Foundation - \$104,000
  - AmeriCorps National Service Program - \$180,000 *in-kind*
  - Grant County Strategic Infrastructure Planning Grant/loan - \$100,000

#### Nonprofit & Financial Management:

- **Development Director** for the College of Forestry, Wildlife and Range Sciences, University of Idaho, Moscow. Designed and instituted a major gifts fundraising campaign. Was successful in **raising several million in gifts** including, land, life insurance bequests, equipment, matching gifts and individual contributions.
- **Director** of the 21st Century Community Learning Center at the Cascade School District in Leavenworth, WA. Assumed sole responsibility for **administering a \$1.5 million grant** from the U.S. Department of Education.

- **Financial Manager** responsible for budgeting, allocating funds, federal guideline implementation, and vendor payments for yearly **Cooperative Research Agreement totaling \$700,000** for the USDA Agricultural Research Service in Pullman, Washington.
- **District Manager** of the Foster Creek Conservation District in Douglas County. When I arrived the organization had a budget of \$50,000, no staff, and no projects underway. When I departed, through my strategic grant writing and program planning efforts, I was administering a budget of more than **one million dollars**, supervising seven staff members, and implementing many new programs.
- **Director** of the Washington State Coordinated Resource Management Program, managing a **\$125,000 annual budget**. Coordinated with 11 federal and state agencies to develop and implement a statewide program to assist voluntary, locally led, collaborative groups to use consensus-based decision making.
- **Development Director** for the Wenatchee Valley Farmers Market Association, managing a **\$125,000 budget**. Facilitated the efforts of a 100 person membership-based not for profit to enhance direct marketing opportunities for the regional agricultural community.
- **Executive Director** of the Young Adult Consumer Education Trust, **overseeing \$3,000,000 in assets**. Formulated Internet-based curriculum activities to educate youth about consumerism and over consumption issues.
- **Director** of the Kansas Urban Forestry Council, managed an **annual budget of \$250,000**. Recruited and facilitated the proactive efforts of **400 volunteers** statewide; increasing membership by 600 percent during my tenure.
- Administered the personnel program for **92 employees** for the USDA Agricultural Research Service, Pullman, Washington. This included handling resignations, recruitment, new appointments, position upgrades; and health, retirement, and vacation benefits.

### **Strategic Planning and Facilitation:**

- Worked collaboratively with representatives from eleven federal and state agencies in **developing mission, vision, goals, and strategic plans**, for the Washington State Coordinated Resource Management Program.
- Performed **strategic planning**, lectured at seminars, **facilitated meetings**, worked one-on-one with citizen activists, **empowered volunteers**, and worked closely with the media statewide on behalf of the Foster Creek Conservation District.
- Obtained **IRS 501(c)3 non-profit status** for four grassroots citizen organizations.
- Prepared and implemented **professional market surveys** to determine public needs and opinions, for the Grant County Fire District #3, Foster Creek Conservation District, Cascade School District, and Kansas Urban Forestry Council.
- Conducted **long and short-range planning**, marketing strategy development and implementation, and curriculum design and assessment for the Young Adult Consumer Education Trust's Consumer Jungle Program.
- Developed and implemented planning strategies to **increase the visibility and financial success** of the Summer Programs and Extended Learning unit at the University of Idaho. This included newspaper and radio advertising, brochure design, and constituent outreach.

### **PROFESSIONAL MEMBERSHIPS**

Puget Sound Grant Writers Association

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