

Gail Richards

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Proactive "hands on" professional leader with demonstrated ability to manage: changing environments, people, expenses, customer service and facilities. Experienced in nonprofit management, strategic planning, staff and volunteer management, Board development, computer applications, fundraising, grant writing, grant allocation, event planning and customer care. Proven track record of motivating and developing people, sponsor and donor cultivation, budget preparation, expense control and profit attainment.

- Board Development
- Budget Preparation
- Customer Service
- Expense Control
- Fundraising & Event Planning
- Grant Allocation
- Grant Writing
- Nonprofit Management
- Sponsor & Donor Cultivation
- Strategic Planning
- Superior Computer Skills
- Volunteer & Staff Management

Career Summary

Business Development Officer

Lincoln Bank, Greenwood, Indiana

June 2007 to Present

- Responsible for promoting Lincoln Bank through participation in community leadership roles.
- Assists the Marketing Department in organizing and executing special events.
- Cultivation of prospects and current customers with a resulting increase in profits.

Executive Director

Greater Greenwood Chamber of Commerce, Greenwood, Indiana

1998 to June 2007

- Responsible for general management and coordination of all organizational activities.
- Developed and implemented policies & procedures in conjunction with Chamber Board.
- Directed all planning to carry out Chamber objectives and implement organizational policies.
- Supervised Chamber staff.
- General management of Chamber committees and volunteers.
- General responsibility for soliciting and selling Chamber memberships.
- General responsibility for organizing and executing Chamber special events.
- Outcomes during tenure included: increased membership from 350 to 600; staff from 2.5 to 4; and investments from \$5k to over \$75k.

Consultant and Associate Director

United Way of Johnson County, Franklin, Indiana

1995 - 1998

- Administrative back up to the Executive Director.
- Assisted a 10-member volunteer committee in redesigning and implementing a new resource distribution process.
- Managed the Allocations process, including Special Projects (venture) funding.
- Managed the HELPLINE information and referral process, including staff supervision.
- Managed the Combined Federal and Direct Mail Campaigns.
- Coordinated the annual golf outing and *Day of Caring*.

Consultant

Partnership for a Healthier Johnson County, Franklin, Indiana 1996 – 1997

- Developed the organization's nonprofit structure in anticipation of incorporating as a 501(c)(3).

United Way of Central Indiana, Indianapolis, Indiana

1987 – 1995

Research Associate

- Research assistant to human service planners for the Community Service Council (a division of UWCI).
- Assisted UWCI member agencies with grant applications.
- Served as a U.S. Census Data Affiliate.
- Assisted with survey design and analysis.
- Responsible for mapping software design applications.

Agency Relations Associate

- Served as liaison to UWCI member agencies.
- Managed the UWCI Fund Distribution, Venture Fund and Facilities Maintenance processes, including recruiting, training and overseeing 300+ volunteers and six staff. Oversaw community allocations in excess of \$30,000,000.
- Served as the UWCI liaison for the establishment of the United Way Center for Human Services (a joint venture between the UWCI and the United Way of Johnson County).

Budget Analyst

State of Indiana, Indianapolis, Indiana

1980 – 1987

- Responsible for preparing fiscal impact statements on human service and environmental legislation.
- Managed the publication of the Sources of Revenue Handbook.
- Participated in various state agency audits.

Education

Parks and Recreation Management (Bachelor of Science)

Indiana State University, Terre Haute, Indiana

Community Involvement

- Graduate of Leadership Johnson County
- Board of Directors – Greenwood Village South
- Board of Directors, Secretary and Golf Outing Chair – Greenwood Rotary Club
- City of Greenwood – Redevelopment Commission
- City of Greenwood – Chair, Freedom Festival and Old Town Street Fair
- City of Greenwood – Chair, Old Town Redevelopment Committee
- United Way of Johnson County – Loaned Executive and Allocations Committee Member
- Member of the Greater Greenwood and Beech Grove Chambers of Commerce
- Past Member of the Johnson County Community Foundation Board of Directors
- Past Member of the Johnson County Development Corporation

References available upon request.