

A. Scott Hutchinson

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Summary of Qualifications

I have degrees from Indiana University in English and Economics. I have helped more than 400 nonprofit organizations and government agencies with their volunteer recruitment/engagement, strategic planning, fundraising, grant proposal writing, public relations, legislative advocacy, conflict resolution, and board development strategies. I have been involved in fundraising as an employee and volunteer since 1985, including five years each as the fund development director for Phi Delta Kappa International (an association of educators) and Harmony Education Center (with two national and two local programs) and three years for Big Brothers Big Sisters of South Central Indiana. I enjoy working with new fund development programs as well as ones recovering from the Great Recession. I am particularly interested in working with agencies that assist the poor.

Work Experience

Association of College Unions Intl./Campus Safety, Health, and Environmental Health Assoc. 4/14 to Present
Corporate Sponsorship Assistant

Work with an international and related national organization to fulfill these agencies sponsorship benefits in exchange for their financial support of our events, programs, and services.

Scott.Fundraiser 1/11 to Present
Owner/Operator

Work with nonprofit agencies across Indiana, not as an employee but as a consultant, to increase their contributions from individuals, businesses, corporations, foundations, and government agencies. Agencies include housing, substance-abuse treatment, advocacy, and health care related organizations.

Big Brothers Big Sisters of South Central Indiana, Bloomington, Indiana 2/11 to 12/13
Fund Development Director

- Planned, implemented, and evaluated fundraising and grant proposal writing strategies for the Big Brothers Big Sisters programs in Putnam, Monroe and Owen Counties.
- Took a leadership role in direct and delegated solicitation of individual donors including the repair and maintenance of the Sphere database.
- Served on management team to coordinate the planning and execution of agency-wide programs, activities, and events.
- Created new materials to attract donors and volunteers through a variety of traditional and new media.

Harmony Education Center, Bloomington, Indiana 6/10 to 1/11
Director of Harmony-Corps Student Engagement Project

- Recruited, trained, placed, and coordinated 12 fulltime AmeriCorps staff members in Indianapolis Public Schools and other Indianapolis area youth-serving organizations.
- Worked with Harmony-Corps staff members and seven host site supervisors to engage students, parents, and nonprofit organizations in activities that promote high school graduation and successful entry into college.
- Wrote grant proposals and solicited contributions from individuals, businesses, and foundations to fund roughly half of the \$300,000 cost of the Harmony-Corps budget not paid by the federal grant.

Director of Development 11/05 to 1/11

- Planned, implemented, and evaluated fundraising and grant proposal writing strategies for:
- Harmony Education Center's two local divisions (Harmony School and Rhino's Youth Center)
- Harmony Education Center's two national divisions (Institute for Research at Indiana University and the National School Reform Faculty, NSRF).

Phi Delta Kappa International, Bloomington, Indiana

1/05 to 11/05

Director of Membership

- Promoted membership in an international teachers association through print and electronic media.
- Supervised a team of four in sales, application, and renewal processes for undergraduate, professional, associate, international, and institutional members.
- Accountable for lag time, recruitment, retention, and customer satisfaction.
- Record recruitment of new initiates first quarter 2005 – 2006.

Development Officer

4/99 to 12/04

- Planned, implemented, and evaluated fundraising strategies for international association of educators. Strategies included planned giving, larger gifts, and grants.
- Provided training and technical assistance on these topics to other organizations. Created promotional media including brochures, posters, videos, table displays, handbooks, and correspondence.
- Assisted in the planning and operation of foundation-related programs and services.
- Raised \$19,369,927 through planned giving (\$4,264,827), larger gifts (\$311,520), and grants (\$13,183,051) in excess of Annual Fund giving totaling \$1,610,529 during the same period.

Indiana Association for Community Economic Development (IACED), Indianapolis, Indiana 9/97 to 3/99

Program Coordinator

- Marketed IACED programs and services.
- Designed, brokered and/or implemented technical assistance and training services by securing providers, facilities, and training materials for participants.
- Facilitated planning processes and wrote grant proposals for Indiana communities and nonprofit agencies.
- Coordinated record number of trainings (28 two-day trainings) in first year.
- Wrote \$5,484,171 in competitive grant proposals including co-authoring Indiana's first Consolidated Application.

City of Bloomington, Bloomington, Indiana

1/92 to 9/97

Assistant Director, Community and Family Resources Department

- Developed programs to meet the emerging needs of the community by writing grant proposals, leading planning processes, facilitating training, and providing technical assistance, with an average of 40 not-for-profit agencies per year.
- Assumed full responsibility for department in the absence of the director.
- Averaged \$822,089 in successful competitive grant proposals per year.
- Winner of 1993 City Community Service Award.
- Recognized for outstanding contributions by the Community Service Council in 1993, Monroe County Housing Solutions in 1994, HoosierNet in 1995, and the Child Care Challenge in 1997.

Coordinator, Bloomington Volunteer Action Center

12/88 to 12/91

- Enhanced effectiveness of nonprofit volunteer programs through training and technical assistance, especially in the area of board development and strategic planning.
- Recruited volunteers for 125 affiliated social service agencies.
- Promoted the center by delivering speeches, designing brochures and fliers, organizing public events, and writing news releases, a weekly newspaper column, and public service announcements.
- Set three straight annual records for volunteer recruitment.

Center for Behavioral Health, Bloomington, Indiana

7/85 to 12/88

Accounts Receivable Supervisor

- Billed clients, insurance companies, and government agencies; kept records of revenue and cash receipts; reconciled to the General Ledger; and prepared departmental response to audits for a four-county mental health service provider.
- Supervised five full-time employees, including selection for hiring and performance appraisals.
- Served on Revenue Enhancement Committee and devised seven successful changes to increase revenue and receipts.
- Earned citation in employee-recognition program every time eligible.

Education

Indiana University, College of Arts and Sciences (8/77 to 5/81)
Bachelor of Arts in Economics and English (departmental honors) with 3.66 GPA
Dean's List (78 to 81), Merit Scholarship (77 to 80)

References

Lynn Shapiro, City of Bloomington, 1156 E. Commons Dr., Bloomington, IN 47401, 812-334-4141
Scott Burgins, Strategic Development Group, 2901 N. Walnut St., Bloomington, IN 47404, 812-331-1282
Terri Porter, Housing and Urban Development, 400 State Ave., Rm 200, Kansas City, Kansas 66101 913-551-5644

Training

Given:

- Board of Directors and Staff Relations
- Developing Direction on Nonprofit Boards
- Effective Writing
- Focus Group Facilitation
- Formalities of Nonprofit Board Management
- Fundraising
- Grant Writing
- Legislative Advocacy
- Motivation and Delegation
- Nonprofit Media Relations
- Nonprofit Record Keeping
- Planning and Partnership Formation
- Public Relations
- Recruiting and Referring Volunteers
- Responsibilities of Board Membership

Received:

- Basic Training for City Supervisors
- Building Shared Visions/Governor's Conf.
- Conflict Management/IU
- Constructive Feedback/IU
- Economic Development/IACED
- Education and the Economy/Governor's Conf.
- Fundamentals of Project Management
- Fundraising/Nonprofit Center
- Gender Talk/IU
- Grant Writing/Grantsmanship Center
- Grant Writing/IACED
- Grant Writing/Indianapolis
- Grant Writing/IU
- Indiana Institute for Integrating Service into Academic Study
- Introduction to Change/Organizational Development Alliance
- Leadership/Nonprofit Center
- Legislative Action/Governor's Commission for a Drug Free Indiana
- Managing Change/Nonprofit Center
- Myers Briggs/Nonprofit Center
- Nonprofit Board Workshop/Strategic Development Group
- Organizational Change/Nonprofit Center
- Program Evaluation/Nonprofit Center
- Project Development Training/IACED
- Self-Employment/Small Business Development Center
- Sexual Harassment/Bloomington
- US Mayor's Conference on Human Resources
- Volunteer Management/Nonprofit Center
- Windows/Bloomington
- Youth Solutions/Columbus

Grants

<i>Agency</i>	<i>Purpose/Program</i>	<i>Grant Received</i>
Community Service Council	Community Service Network	\$8,200
Public Health Nursing	Healthy Families	\$8,500
Rhino's All Ages Club	sound system	\$5,000
Public Health Nursing	Healthy Families	\$60,000
Hoosier Hills Food Bank	food rescue	\$88,000
Middle Way House	Women's Shelter	\$1,047,171
Community Alliance for Lifelong Learning	CALL operating expenses	\$1,500
Big Brothers/Big Sisters	Good Friends	\$169,680
CALL	school-to-career	\$3,500
CALL	endowment	\$125,000
HoosierNet	seed money	\$45,000
Crisis Pregnancy Center	first grant for shelter	\$50,000
Area 10	school-to-career	\$10,000
Teen Council	disbursement	\$8,000
Big Brothers/Big Sisters	Pregnancy Prevention Coalition	\$20,000
Girls, Inc.	Kid Ability	\$33,703
VITAL	computers	\$10,000
Amethyst House	Women's Shelter	\$341,880
Hoosier Hills Food Bank	operating expenses	\$6,000
Girls Inc.	parking lot	\$55,000
Community Service Council	needs assessment	\$8,560
Girls, Inc.	Kid Ability	\$35,000
Child Care Development Fund & Child Care Resource and Referral		\$2,462,008
IACED	operating support from Lilly Endowment, Inc.	\$75,000

IACED	Indiana Department of Commerce outreach funding	\$30,361
IACED	operating support from Lilly Endowment, Inc.	\$50,000
IACED	technical assistance funding through HUD	\$933,037
IACED	Indiana's first consolidated HUD funding	\$4,445,773
PDK	planning grant from Lilly Endowment, Inc.	\$139,000
PDK	Lilly Endowment, Inc.	\$13,009,051
PDK	Dearborn County Community Foundation	\$35,000
HEC	New Visions proposal for national work	\$15,000
HEC	AmeriCorps (one planning and five renewals)	\$900,000
HEC	NSRF business plan and membership plan	\$1,100,000
Big Brothers Big Sisters of So. Cen. IN	one of four co-authors for four partnering groups	<u>\$1,200,000</u>
Grant Total		\$26,533,924

Community Activities

President: DePaul School Board (7/01-9/02), Hoosier Hills Food Bank (5/90-4/91), and Monroe County Gang Prevention Project (1/95-3/96)

Vice President: Community Service Council (1/92-6/94), DePaul School Board (6/00-7/01), Monroe County Gang Prevention Project (2/94-12/94), South Central Community Action Program (5/96-9/97), and Monroe County Step Ahead Council (6/92-6/94)

Secretary: Hoosier Hills Food Bank (5/89-4/90), HoosierNet (5/94-7/97), and Monroe County Gang Prevention Project (4/96-2/97)

Board Member: Community Alliance for Lifelong Learning (6/92-7/97), Community Service Council (1/91-6/94), DePaul School (6/00-5/03), Friends of Adult Day Care (1/91-5/94), Hoosier Hills Food Bank (5/89-4/91), HoosierNet (5/94-7/97), Monroe County Gang Prevention Project (7/93-9/97), Monroe County Housing Solutions (10/92-10/94), Shelter Inc. (1/93-5/96), South Central Community Action Program (1/92-9/97), Monroe County Step Ahead Council (5/92-9/97), and Spay and Neuter Services of Indiana (3/13 – 2/14)