

JANE M. STANFIELD, M.S.
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CORE AREAS OF EXPERIENCE: Project Coordination, Communication, Special Events, Office Management

OBJECTIVE

To partner with a globally conscious agency for important, integral work on projects, programs, and events in the areas conservation, climate change mitigation, and engagement and support of indigenous community expansion and self-sufficiency. Especially interested with work at the human/wildlife boundary and creating community infrastructure in fragile settings to ensure a win-win solution for all parties involved.

SKILLS AND ATTRIBUTES

Systematization and Service

Understands unseen patterns and creates systems easily. With focused engagement, serves as balanced synthesizer who pairs challenges with solutions. Absorbs information offered, fact-finds, troubleshoots, and performs analysis to understand the minutia. Formulates options and potential solutions into concise actions and offers appropriate suggestions for concrete resolution.

Views situations with a wide lens to quickly synthesize what is needed. Comprehends and summarizes the items to complete the task into easy-to-follow steps. Delivers necessary training and resources so that teams can maintain forward momentum. Excels at broad oversight as well as working shoulder-to-shoulder and getting hands in the clay. Masterful logistical facilitator of projects that need to get done to increase efficiency and effectiveness of the team yet always seem to be at the bottom of the list.

Communication and Motivation

Deep, active listener who comprehends unspoken words and hidden perspectives. Coalesce ideas into concise thoughts that can lead to comprehensible actions.

Speaks with integrity from the heart, as a storyteller, insightful connector, and guide who understands intuitively how and who to pair for projects for mutual benefit and working relationship.

High Level Project Management and Record Archives

UNICEF – Member of the Learning for Peace team that managed \$150M initiative across 14 fragile countries. Developed systems to coordinate multiple projects with competing deadlines. Project work included funder communication and reporting, meeting management both domestic and international, data capture and management, recruitment of personnel and consultants, and monitoring and processing multiple short-term, strategic partnerships with budgets over \$1 million.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

Twenty plus years of project/program development and coordination, patron cultivation and support, special events, and administration for not-for-profit, corporate, and government employers. Excels at process development, efficiency, training, and support.

Project Development and Management, Special Events

- National/international events – Event Manager - Forecasted and tracked budgets, staffing levels, and logistics including facilities, accommodations, transportation, and advertising.
- Created and implemented donor and patron programs, state and national programs, workshops, seminars, and managed multiple programs simultaneously. Managed development projects including grant applications, grant tracking, records, and reporting, donor/patron/volunteer databases, correspondence, newsletters, appreciation events, and acknowledgements.
- Prepared application and acquired a 501 (c) (3) Foundation to support an inter-government organization. Liaised with other governmental agencies and represented the center and foundation within the community.

Program and People Management

- Managed national and international events with over 20,000 attendees and spearheaded national awards programs with over 15,000 participants.
- Recruited, trained, and managed staff and volunteers.
- Formulated new and retooled existing programs. Established procedures and developed procedure manuals for on-going communication strategy for donors/patrons/volunteers.
- Expanded donor/patron/volunteer education and support that included outside professional workshops and seminars.
- Instigator/coordinator for company-wide recycling and volunteer program.

Communication

- Created brochures, educational program literature, correspondence, newsletters, and press packets.
- Gathered data from disparate areas to ensure that relevant information was incorporated in the final product.
- Lead meetings both as and for the CEO with the Board of Trustees, committee members, patrons, donors and volunteers.

EMPLOYMENT HISTORY

Robert Half Staffing - UNICEF	Project implementation/Program Assistant	10/2014 – 9/2016
Experience Factor/Stivers Staffing	Executive/Admin Assistant – Special Projects	3/2010 - 3/2014
Where Is She Heading	Speaker/Author/Teacher/Consultant	3/2007 – current
Denver Museum Nature & Science	Enactor – A Day in Pompeii	7/2012 – 1/2013
	Enactor – Real Pirates	2-6/2011
Global Health Connections, Inc.	Administrator of School Relations	1-6/2008
<i>Yearlong Sabbatical to Volunteer **</i>	<i>Traveled around the world for volunteer work</i>	<i>1/2006 - 3/2007</i>
PERA of Colorado	Executive Assistant to CEO & management team	1/1999 – 11/2005
	HR Administrator and Special Projects	3/1997 – 12/1998
Table Mountain Animal Center	Executive Director	11/1993 – 3/1997
Colorado Symphony Orchestra	Development Assistant	12/1990 – 11/1993
North American Riding for the Handicapped Association	Program Coordinator	11/1988 – 11/1990
International Arabian Horse Association	Director, Awards and Shows	5/1986 – 11/1988
	Assistant Director, Youth and Education	12/1983 – 5/1986

EDUCATION

University of California, Davis	M.S.	Animal Science	1983
Virginia Polytech State University	B.S.	Animal Science	1981

PURSUIITS

Speaker, author, local and international volunteer, actor, environmentalist/conservation, recycling, choreographer, dancer, historical enactor, equestrian, hiker, naturalist, foodie, performing arts, movies, book addict.

**** Yearlong Global Volunteer Trip**

Developed a yearlong sabbatical to volunteer around the world. Visited 12 countries, completed 12 volunteer projects in eight countries that included scientific research or rehabilitation of seven species of wildlife, an archaeological dig, work with orphans, and taught and coached English. Also assisted international NGO's with grant writing and endorsements, marketing, newsletters, brochure creation, PR, and office efficiency and management.

Returning to the U.S., started Where Is She Heading, LLC, and spoke, taught, wrote, and lead workshops on volunteer travel to audiences from middle-schoolers to retirees. Wrote and published **Mapping Your Volunteer Vacation** in 2009, and contributed a chapter to **The Voluntary Traveler**, by Nola Kelsey in 2010.