

JANE M. STANFIELD, M.S.

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CORE EXPERIENCE: Executive Administration, Project Coordination, Office Management, Communication

OBJECTIVE

To partner with a globally conscious organization for important, integral work in the following areas: land conservation, climate change mitigation, support of indigenous community expansion and self-sufficiency. Especially interested in work at the human/wildlife boundary and creating community infrastructure in fragile settings to ensure a win-win solution.

ATTRIBUTES

Support and Systematization

- Masterful logistical facilitator of projects to increase efficiency and effectiveness.
- Attentive to details and nuances within projects. Illuminates patterns to be reviewed and considered.
- Absorbs information offered, fact-finds, troubleshoots, and performs analysis to understand the minutia to create systems and step-by-step solutions.
- Quickly synthesizes and formulates options and develops potential solutions into concise actions for concrete resolution.
- Excels working independently as well as working shoulder-to-shoulder with others.

Communication

- Deep, active listener who comprehends patterns, unspoken words and hidden perspectives.
- Provides diplomatic, focused, and balanced solutions that pairs challenges with solutions.
- Articulates with insight and integrity with colleagues, board members, and donors.
- Reviews the issues from an open perspective and communicates with tact and humor.
- Delivers complete reports, files and resources so forward momentum is maintained.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

Twenty plus years of executive and administrative support, project/program development and coordination, office management, patron and donor cultivation, and special event planning for not-for-profits, corporate, or government employers.

Recent Administrative Support, Project Management and Record Archive Maintenance

UNICEF – Member of the Learning for Peace (PBEA) team that managed a \$150M initiative across 14 fragile countries. Developed systems to coordinate multiple projects with competing deadlines. Project work included funder communication and reporting, meeting arrangements 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.

Executive Assistance, File Maintenance, Meeting Management, and Travel Administration

- Instituted processes and systems to organize, track, and maintain executive and board documents including agendas, meeting documents, presentation creation and dissemination, minutes, votes, travel expenses, correspondence, and retirement events.
- Managed all areas of domestic and international board/committee meetings, conferences, and retreats, including meeting planning from facility selection and catering to hotel reservations and local site visits. Coordinated domestic and international travel arrangements including visas, required medication/inoculations, flights, hotel, and ground transportation.
- Diplomatic with all solicitations for access to the executive for meetings and calendar requests. Identified potential bottlenecks and communicated alternatives to keep the work flowing and the executive on track to meet deadlines and commitments.

Project Development and Management, Special Events

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

Office and People Management

- Managed national and international events with over 20,000 attendees and spearheaded national awards programs with over 40,000 participants.
- Formulated new and retooled existing programs. Established procedures and developed procedure manuals for on-going communication strategy for staff, donors, patrons, and volunteers.
- Recruited, trained, and managed staff and volunteers. Expanded donor/patron/volunteer education and support that included outside professional workshops and seminars.

Communication and Presentations

- Created brochures, educational program literature, correspondence, newsletters, and press packets.
- Gathered data from disparate areas and ensured that relevant information was incorporated into the final product.
- Presented at meetings with Board of Trustees, committee members, patrons, donors and volunteers.

EMPLOYMENT HISTORY

The Rockefeller Foundation	Monitoring and Evaluation Assistant	1/2017-3/2017
Robert Half Staffing - UNICEF	Programme Assistant/Project implementation	10/2014-9/2016
Experience Factor/Stivers Staffing	Executive/Admin Assistant – Special Projects	3/2010 - 3/2014, 2017
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 – CEO and Executive 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 Polytechnic State University	B.S.	Animal Science	1981

**** Yearlong Global Volunteer Trip**

Developed a yearlong sabbatical and 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. Assisted international NGO's with grant writing and endorsements, marketing, newsletters, brochure creation, PR, office efficiency, and supply management. Back in 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.