

Carole R. Linitz

12800 Jasmine Street
Greenwood Village, CO 80111

(H) 303-591-0478
CRLinitz41@gmail.com

Nonprofit Fundraiser and Program Developer

Nonprofit professional with extensive experience in arts, anti-hunger, anti-poverty and community organizations. Strong program development and fundraising skills. Former trust and estates attorney, expert in tax implications of 501(c)3 organizations. Builds close-knit teams, mentors colleagues and completes projects on time. Natural networker who bridges diverse groups and cultures. Fluent Spanish.

Areas of Expertise

Fund Raising • Nonprofit Tax Structuring • Planned Giving Programs • Major Corporate Donors
Estates and Trusts • Program Development • Community Organizations • Team Building

Professional Experience

SPEAKER'S OFFICE, COLORADO STATE LEGISLATURE, Denver, CO 2006-2008
The Speaker presides over 150 state legislators, maintains order within the House, recognizes members during debate, rules on procedural matters, appoints chairpersons and sends bills for committee review.

Legislative Paraprofessional

Reviewed staff timesheets, inventory, purchase orders, expense reports and staff requests. Developed new job assignments and led monthly feedback meetings.

- Reviewed incoming mail addressed to Speaker and collaborated with policy experts on extremely confidential and sensitive correspondence. Reorganized mail archives.
- Organized 2007 Speaker's Reunion Day.
- Reorganized staff workspace and updated Policies and Procedures Manual.

CITY YOUTH PROGRAMS (CYP), New York, NY 2004-2006
Community based organization providing after school and educational programs for adults, immigrants, teens and pre-schoolers.

Development Director

Created annual fundraising plan and managed program development. Prepared proposals, reports and budgets. Researched prospective donors. Supervised marketing consultant and two-person development staff. Coordinated wine tastings, galas and several other events. Set up all donor mailings.

- Cultivated relationships including 40 foundations and corporations that contributed 32% of annual budget (\$3.7 million) and individual donors (about 4% of annual budget).
- Originated Requests for Proposals (RFPs) for Federal, state and city agencies: Obtained \$2.3M—over 60% of CYP funding—from government contracts and grants.
- Overhauled individual-donor program that increased individual-donor revenues over 100%; reached out to past participants, initiated aggressive outreach and revised CYP direct-mail approach.

FOOD FOR CHILDREN USA (FHC), New York, NY 2001-2004
National nonprofit that combats hunger and poverty. Discovers and promotes solutions that are proven successes at grassroots level.

Development Director

Managed fundraising and development activities. Planned special events, major-donor recruitment and marketing initiatives. Organized client meetings, social functions and other networking events.

- Obtained contributions that increased FFC budget over 25% by initiating and nurturing relationships with over 60 foundations and corporations (total FY 2003/2004 revenues were \$1.3 million).

- Raised additional \$250,000 in federal funding during 2003/2004 by researching and preparing two successful grant applications.
- Prepared eight direct-mail pieces (including two annual reports and newsletter), resulting in \$176,000 total during fiscal years 2002/2003 and 2003/2004. Increased individual-donor contributions (non-direct-mail) by 50% during same period.
- Won reinstatement for Combined Federal Campaign Annual Fund Drive: Initiated 12 workplace-giving campaigns (ten campaigns for state-employees and two for private-sector).

NEW YORK CITY FOOD BANK, New York, NY

1996-2001

Largest hunger-relief organization in New York City.

Development Director

Prepared grant proposals (annual budget over \$10,000,000). Managed all fund-raising activities. Collaborated with national and local nonprofits. Prepared correspondence, reports and newsletters. Organized food bank's annual conferences and led fundraising and other workshops.

- Successfully increased contributions from foundations and corporate donors: Started from \$450,000 base, personally increased revenue to \$5 million (contributions included cash, general-operating support, project-specific support, matching gifts and stock).
- Developed direct-mail contributions to almost \$1 million per year by personally orchestrating direct-mail campaigns.
- Increased base of corporate donors from 40 to over 400—over five-year period—by starting major-donor and planned-giving programs.

Related Experience (1984-1996)

Legal, management, pro-bono and volunteer work. Raised family and ran several small businesses.

- U.S. Treasury Department, IRS Estate Tax Attorney: Handled administration for about 30 estates and trusts. Reviewed legal and valuation issues in over 400 tax audits.
- Silber, Leibowitz, Landers, and Levy LLC: Trust and Estates attorney.
- Court Appointed Special Advocate (CASA): Pro-bono legal counsel and volunteer fundraiser. Prepared grant proposals and represented foster care children in Manhattan Family Court.

Education

J.D., University of Maryland

B.A., University of Maryland