

PROFESSIONAL SUMMARY

- 13 years' fundraising experience, leading to over \$26M in grants/gifts
- Effective trainer & coach for evaluation design and capacity-building
- Five years of foundation experience, recommending \$15M in grants
- Strong skills in program design and planning
- Results-driven, strategic, expert and personable

CONSULTING AND OTHER WORK EXPERIENCE

1997-present **Principal/Founder, Eleanor A. Smith & Associates, Oakland, CA**

- Grantwriting
- Program Development
- Prospect Research
- Best Practices Research
- Evaluation Design & Planning
- Logic Model Training
- Strategic Planning
- Focus Groups and Surveys

Current and Recent Clients and Projects include:

Prospect Research, Program Design & Grantwriting, *San Francisco Zen Center, San Francisco (11/09-present)*

Prospect Research & Grantwriting, *The Nueva School, Hillsborough (8/09-present)*

Prospect Research & Grantwriting, *Bishop O'Dowd High School, Oakland (9/07-present)*

Evaluation Design & Coaching, *YMCA of the East Bay, Oakland (9/08-6/09)*

- Researched outcomes indicators and guided Camp Arroyo's environmental education staff in creating a theory of change, logic model and user-friendly evaluation methods and tools, and coached staff in their implementation

Grantwriting, *FACES for the Future/ Children's Hospital & Research Center Oakland (3/09)*

Needs Assessment & Program Development, *The Fannie & John Hertz Foundation, Livermore (10/07-3/09)*

- Designed, conducted & analyzed online survey of women Hertz Fellows
- Provided program development for new mentoring/networking program

Best Practices Research, *Florence Crittenton Services, San Francisco (11/08-12/08)*

- Conducted research on best practices in assessing the SROI impacts of employment and childcare programs and coaching staff on their application

Strategic Planning, *Performing Arts Workshop, San Francisco--in partnership with Olive Grove Consulting (12/07-6/08)*

- Synthesized complex research & SWOT analyses for Board & staff
- Facilitated meetings with Board & staff on 3-year vision and outcomes

Needs Assessment & Grantwriting, *St. Helena Hospital/Redbud Community Hospital, St. Helena (4/07-6/08)*

- Conducted needs assessment and drafted highly synthetic report
- Conducted prospect research, program design and grantwriting

Outcomes Training & Coaching, *St. Anthony Foundation, San Francisco (9/07-4/08)*

- Delivered in-house workshop and coaching to program directors on theory of change, logic model, and evaluation methods and tools

Program Design & Grantwriting, *Shanti, San Francisco (10/06-12/07)*

Outcomes Training & Coaching, *Florence Crittenton Services, San Francisco (8/07-9/07)*

- Delivered in-house workshop and coaching to program directors on theory of change, logic model, and evaluation methods and tools

Training and Coaching, *YMCA of the East Bay, Oakland (11/06-1/07)*

- Developed curriculum for 1-day workshop for program/executive directors
- Delivered well-received workshop & provided follow-up coaching

Needs Assessment, Program Design & Grantwriting, *Children's Hospital Foundation, Oakland, Oakland (1999-2007)*

- Assessed fundraising needs and made strategic staffing recommendations
- Guided staff on program design and wrote many successful grant proposals

Program Consulting, Family and Community Development Program, *The William and Flora Hewlett Foundation, Menlo Park (1997-2002)*

- Best practices research, drafted Requests For Proposals for grantmaking initiatives, and led RFP workshops for prospective applicants
- First-tier proposal evaluator: assessed fit, feasibility, and organizational capacity, assisted applicants with outcomes measures, and recommended \$15M in grants to staff and Board
- Managed consultants for multi-site evaluation of a grantmaking initiative

Strategic Planning, *Children's Hospital Oakland Research Institute, Oakland (2000)*

- Designed outcomes-driven, 4-month-long strategic planning process
- Facilitated monthly meetings of board/senior staff group, resulting in consensus vision, goals, outcomes to guide the institute's development & succession planning

OTHER WORK EXPERIENCE

- 2002-2003** **Development Director, *Coral Reef Alliance*, San Francisco**
Managed all aspects of development for small conservation group, including direct mail/annual campaign, major gifts, budgeting, planning, grantwriting and grants management.
- Assessed organizational capacity to identify assets and liabilities for major gifts
 - Crafted strategic plan for major gifts launched plan, engaging board members
 - Analyzed member database to identify untapped prospective major donors
 - Organized and hosted successful reception for Bay Area major donors
 - Wrote major donor appeal letter that realized a 15% response rate
- 1995-1997** **Associate, *Applied Development Economics*, Berkeley**
For economics research/economic development planning firm, managed projects with budgets over \$100,000. Analyzed industrial mix and labor markets; presented recommended business improvement strategies to city councils.
- Hired, supervised 3 outside contractors; supervised 2 staff
 - Surveyed 100+ businesses in client communities by phone & in-person
 - Designed, implemented, analyzed bilingual survey of 300 shoppers
- 1994-1995** **Rural Specialist, *Institute of Urban & Regional Development*, Berkeley**
- Interviewed 100+ local economic & workforce development practitioners in nine rural California counties and recommended strategies to build local capacity
 - Wrote report called "the best economic development evaluation"
- 1982-1991** **Author, Journalist, and Special Bay Area Correspondent, *Bureau of National Affairs*, Washington, DC**
- Co-authored 2 non-fiction books: *Two Californias: The Truth About the Split-State Movement* (Island Press 1983) and *The Next Step: HIV in the 90s* (San Francisco AIDS Foundation, 1989)
 - Covered substance abuse, AIDS, work and family, air pollution, climate change, and other subjects for major legal newsletter publisher

EDUCATION AND TRAINING

- **Masters, City & Regional Planning**, University of California, Berkeley, Focus on Regional Economics and Community Development
- **Bachelor of Arts, Comparative Culture**, University of California Irvine; Phi Beta Kappa, Magna Cum Laude

COMMUNITY SERVICE

- Offering free/low-cost workshops on defining success measures, at Bay Area nonprofit support centers (Foundation Center, CBO Center of the East Bay, Volunteer Center of Sonoma County, Center for Volunteer and Nonprofit Leadership of Marin).
- Member, Board of Directors, Development Executive Roundtable, 2010-2011.