

Experience

Executive Director, Women In Safe Homes

January 2017 - Present

- Responsible for successful leadership and management of Women In Safe Homes (WISH) according to the mission, values and strategic direction as established by the Board of Directors.
- Oversee the efficient and effective day-to-day operations of WISH and its programs.
- Maintain comprehensive budgets, secure adequate funding and monitor cash flow of WISH.
- Establish good working relationships and constructive collaboration with community groups, funders and other organizations to achieve the goals of WISH.

Director, First Bank

March 2003 - Present

- Worked with other Board members, staff to set direction and policy for First Bank.
- Reviewed financial and audit information to ensure the goals of the institution were being met.
- Member of First Bank's audit, 401K and ESOP committees.
- Stayed apprised of the myriad of new and existing State and FDIC rules to make certain First Bank maintained compliance with state and federal regulations.

Executive Director, Leonard X. Bosack & Bette M. Kruger Foundation September 1994 - October 1998

- Researched, evaluated and administered grants in the areas of early English women's literature, animal welfare and scientific research.
- Managed a geographically dispersed staff located in Washington, California and Chawton, England.
- Managed the foundation and grants to keep in compliance with US and British non profit rules.
- Worked with the foundation's board to identify grant opportunities and funding areas to support the foundation's mission.

Education

Bachelor of Science in Electrical Engineering

1982

University of Santa Clara, Santa Clara, CA. General electrical engineering degree with an emphasis in communications.

Continuing Education

Ongoing

Taken undergraduate and graduate level coursework in Accounting, Statistics and other general business subjects.

Community Involvement

- The Lord's Table. Prepared and served the community meal with my family on the fourth Sunday of the month for the past 7 years.
- First City Homeless Services, (FCHS) The Day Shelter. Member board of director working on fundraising and operations of the day shelter.
- FCHS Overnight Warming Center. Worked with Sam McQuerry, Ev Erbele, to write grants and secure funding to open the Overnight Warming Center, a seasonal, wet shelter for chronic homeless adults.
- Ketchikan Community Foundation. I was instrumental in writing the application that was ultimately accepted by the Alaska Community Foundation and led to the formation of the Ketchikan Community Foundation.
- B.A.R.K. Bark Alaska Rescue Ketchikan. Founding member, providing foster care for animals in need, fundraising and educational outreach.
- Ketchikan Gateway Borough Former Assembly member