



SUSAN MEUSCHKE

RENO, NV.

OBJECTIVE

Looking for challenging volunteer experience

HIGHLIGHTS

Strong work ethic.
Adapts well to changing circumstances.
Strong fiscal and administrative background.
Extensive grant writing (federal, State & local) and management experience.

EXPERIENCE

EXECUTIVE DIRECTOR • NEVADA COALITION TO END DOMESTIC AND SEXUAL VIOLENCE • FEBRUARY 1987 – DECEMBER 2021

Oversee Coalition administration, programs, and communications. Grew organization from a 1.5 person staff with an annual budget of less than \$50,000 to a 10 person staff with a budget of more than \$3,000,000. Led successful policy initiatives, statewide education and outreach efforts and managed all aspects of grant administration.

EDUCATION

MASTER OF PUBLIC ADMINISTRATION • 2011 • UNIVERSITY OF NEVADA RENO, RENO, NEVADA

BACHELOR OF ARTS • 1977 • HUMBOLDT STATE UNIVERSITY, , ARCATA, CALIFORNIA

SKILLS & EXPERIENCE

- Managed a budget of over 3,000,000 including budget development, oversight of daily bookkeeping activities and preparation for annual audit.
- Managed a staff of 10 professionals, providing oversight for the development and implementation of personnel policies, staff supervision and team building.

- Oversaw statewide public relations including quarterly newsletter, web page, social media, press relations and community outreach efforts.
- Managed organizational and individual membership programs utilizing Constant Contact and Donor Perfect software.
- Wrote and managed grant programs - Federal, State and private - totaling more than \$2,000,000. Responsible for financial and programmatic reporting and management.
- Worked closely with a 10-to-15-member Board of Directors and several Board Committees. To implement strategic plan and facilitate the Board's governance responsibilities.
- Managed all policy efforts including relationship building with policy makers, development of policy initiatives and strategies for implementation.
- Oversaw all fundraising efforts including events, direct mail, and donor cultivation.
- Used Microsoft Office programs as well as QuickBooks accounting software on a regular basis.